

Davis Public Library Trustee Meeting
Feb. 5, 2024 Minutes

1. Call to Order
 - a. Roll Call:

Present: Dean Dorman – Treasurer, Patty Maden – Alternate; Angel Nicoletti – Alternate; Inga Dellea – Library Director.

Absent: Don Healy- Chair; Jan McGonagle – Secretary.
 - b. Minutes of Dec. 4 were accepted as amended.
 - c. Correspondence – Keene Sentinel Profile of Inga Dellea.
 - d. Public Comment – None
2. Reports
 - a. Treasurer – Motion to approve by Angel, seconded by Patty, unanimous approval. (Note – Inga will target spending \$2,000 on Books & Media prior to next meeting in April)
 - b. Director – Comparison with 2022 indicates library stats all decreased this past year, 2023. Multiple factors considered to be responsible. Inga encouraged to focus less on Town issues and more on staff training. She will be relying on them when she has her surgery, now scheduled for May 22nd. Motion to accept report by Dean, Seconded by Patty, approved.
3. Calendar Review
 - a. Suggest changing staff and Director Performance Review to May
 - b. Telephone and Internet contracts – inga to review
 - c. Comparative Analysis data using NH stats -not done
 - d. Summary for Town Annual Report using Comparative Analysis Data-not done
4. Old Business
 - a. Brian Wakeman does not want to sign a contract but will send invoices. He will charge \$10/hr to shovel the steps and take the trash bins to the Transfer Station every 2 weeks. Trash bins are on order and will be kept on the porch.
 - b. It does not appear to be permissible to invest any money not spent from Town funds, but we are still investigating this.
 - c. Calendar update is in process
 - d. The Book Pal Program is the current collaboration with the school.
 - e. Brian Wakeman will straighten the Granite Posts in the Spring
 - f. Library and The Friends will collaborate on a March 250th Anniversary Cake celebration in the Library.
5. New Business
 - a. Possible Candidates for Trustee position: Emily Winterbottom, Judy Walton. Angel and Patty will query them.
 - b. Opioid Rescue Kit. The library has not experienced a patron overdosing on drugs, it was agreed it is wise to be proactive. Therefore a Motion was made and approved to have Inga purchase a Narcan Kit and teach the Staff to use it pending discussion with Jan given that she is not here.

- c. Cleaning the library is using a lot of staff hours. Motion made giving Dean permission to hire someone to clean the library every 2 weeks for up to \$30/hr. Motion made by Patty, seconded by Angel, approved by all.
- d. Budget adjustment needed for cleaning next fiscal year.d. FYI: Inga plans to make a presentation to the Stoddard SB asking them to create a new part-time Recreation Director. She would apply for such a position.
- e. Inga was encouraged to attend the ARSL and NELA conferences. Inga was told the Security Alarm problem is due to the fact we do not have a landline. Inga to explore the cost of installing a landline.
- f. We discussed water testing per the Calendar. Dean to find a company to do the testing.

Action Items

1. Dean will continue to research possibility of investing surplus funds appropriated at the last Town Meeting.
2. Jan will bring an amended Yearly Calendar for final review next meeting.
3. Inga to review telephone and internet contracts and the need for landlines.
4. Inga to purchase a Narcan Kit for Library and educate staff on use (pending discussion with Jan).
5. Dean to hire someone to clean the library biweekly.
6. Inga to create a comparative analysis of library stats using NH stats for theLibrary Annual Report.
7. Dean to find a company to do water testing.