

**DATE: 11/21/22**  
**TIME: 7:05**  
**TYPE OF MEETING: Board of Trustees**

- Re-confirm personnel and payroll changes that were approved at the emergency meeting 10/19/22.
- Update on Bequest of \$5,000 - Inga shared that it is the desire of the Trustee of the funds that they be used to directly benefit the library. There is a need to clarify the request to send the funds to the Friends of the Library rather than to send the funds directly to the library for inclusion in the library's budget.
- Performance reviews: Don will organize a zoom call with trustees to complete Inga's performance evaluation. Inga will complete a self-evaluation and then meet with Don to review her performance.
- Dean shared that investing library savings with Vanguard requires proof of articles of incorporation and a resolution supporting this investment to be submitted prior to proceeding.

The resolution was completed in September but the articles of incorporation have not been located yet.

- Censorship policies: Inga shared examples of policies regarding book censorship; that book collections be curated carefully to respect diverse opinions and according to best library practices.

5. New Business: The back exterior wall of the library building needs to be painted in the spring. The battery on the septic tank alarm needs replacement.

Next meeting date: 1/4/23

Adjourned at: 8:45

Summary of motions and action items:

**Motions:**

1. Don entertained a motion to accept the minutes from 9/12/22 and 10/19/22 be accepted as presented. Dean so moved and Jan seconded. The motion passed unanimously.
2. Don moved to formally approve the motion made at the virtual emergency meeting on 10/19/22 regarding changes in staffing and their reimbursement. Dean so moved and Jan seconded. The motion passed unanimously.
3. Jan entertained a motion to authorize Don to write a letter of clarification regarding the request to release the bequeathed funds to the Friends of the Library rather than directly to the Davis Library itself. Don so moved and Dean seconded. The motion passed unanimously.

**Action Items and Directives:**

1. Don will send the BOT blank evaluation forms to complete, arrange a zoom meeting to reach consensus and discuss the resultant performance evaluation with Inga.
2. Don will meet with Inga to discuss the performance evaluation.
3. Inga will complete her performance self-evaluation.
4. Inga will call Tristan Bridges for an estimate and, if acceptable, Don will submit it to the town for consideration.
5. Once the back of the library is painted in the spring, the Dormans will place stone in the drip line of the roof line.
6. Inga will compose a policy regarding best practices regarding censorship of specific books to be considered by the board of trustees.
7. Inga and Don will replace the septic tank alarm battery.
8. Dean will contact the appropriate state office to get a copy of the articles of incorporation which are documented to have occurred June 1800 by an act of the NH legislature.
9. Dean will assess the state of salaries for NH public library employees and report back to the board.

Transcribed and submitted by: Jan McGonagle, Secretary