

Davis Public Library
Monthly Trustee Board Meeting
March 7, 2022

DATE: March 7

TIME: 7 pm

TYPE OF MEETING: Regular Board of Trustees Meeting

PRESENT: Don Healy – Chair, Jan McGonagle – Treasurer, Christine Haase – Secretary, Inga Dellea – Director, Angel Nicoletti – Alternate

ABSENT: Debbi Kingsbury – Alternate

PUBLIC PRESENT: None

1. Call to Order: Don called the meeting to order at 7:05 pm

A. Roll Call: All present

B. Minutes: The minutes from the Regular Board of Trustees Meeting January 3, 2022, meeting were reviewed and accepted as presented.

C. Correspondence

- Inga has spoken and met with Fibercast twice regarding the issues the library has experienced with the internet. There have been two days in the recent weeks where the internet has been down. There seems to be an issue with the outside box for the internet.
- Don has submitted his letter of support of the Wilson Land Project to Geoff Jones.

D. Public Comment: None

2. Reports

A. Financial: The financial reports were reviewed. This will be the full first year where all the library's financial transactions are filed electronically. All required documents are readily available in one location for the auditor. This change has been a better process for both the Treasurer and Director.

Jan has reviewed the columns in the profit/loss sheet and will arrange them in a way that is more transparent for the board to see where grant or donation funds are moved for funding expenses.

B. Library Director: Inga presented library statistics from the last 10 years. The statistic highlighted the trends of key service indicators as we moved through the years.

Inga also shared her goals and objectives for the coming months to increase library traffic and participation.

C. Review of Action Items & Directives:

- Inga will email Michelle Pong regarding the air filters the town agreed to purchase with the COVID funding. Exact air filters were discussed by email and Inga will reach out with Michelle with our decision.
- Inga will look into family first/educational gaps in the items and programming the library has. Jan and Inga will meet and discuss the gaps Inga has identified. Inga has started her research but has not yet met with Jan to discuss the ideas.
- Inga will draft a narrative for the annual report to send to Michelle Pong. Inga has been working on the narrative for the annual report.
- All Trustees will review Inga's letter to support the Conservation Commission's purchase of the Wilson Land. Don has sent the letter to Geoff Jones.
- Angel will draft a revision to the extreme weather emergency policy. The policy was revised.
- Don will email Geoff Jones notifying him of the library's support on the Conservation Commission's purchase of the Wilson Lands Project. Don has sent the letter to Geoff Jones.

3. Calendar Review: Calendar items for January, February and March were reviewed. Trustees will review the calendar items and submit revisions to Don to update what needs to be accomplished monthly. Some of the tasks should now be addressed at different times of the year.

4. Old Business

- A. Update on Bequest of \$5,000 - This has been tabled for discussion until after the bequest is issued.
- B. Narrative for Annual Report – Inga will be submitting the library's narrative to the town's annual report.
- C. Wilson Lands Project – Letters of support for the Wilson Lands Project have been sent.
- D. Holiday Schedule Revisions – Holiday Schedule was revised, and the updated calendar has been saved.
- E. Inclement Weather Closing Policy – The Inclement Weather Closing Policy was revised, and the updated policy has been saved.

5. New Business

- A. Performance Evaluations – The Trustees will perform Inga's evaluation in the coming months. Performance reviews between Inga and library employees are not required at this time as all employees have been recently hired. Inga may do informal 6-month reviews to new hires.
- B. Trustee Nomination – There is one three-year term open beginning 7/1/22. Trustees will think of candidates for this open position.
- C. Replacement Computer for DPL Clerk – The computer used by the DPL Secretary is becoming unreliable. The purpose of the computer was to have one place where all necessary documents for the library to be stored. Now we are using the Google Drive all

documents are saved there. There is no immediate need to replace the computer, as all documents are backed up on the Google Drive and it can be accessed from anywhere.

Next Meeting Date: Monday May 2, 2022 at 7 pm.

Adjournment at: Meeting adjourned at 9:25 pm

Transcribed and Submitted by: Christine Haase, Recording Secretary

Summary list:

Motions:

- Don entertained a motion to accept the minutes from January 3, 2022 meeting as presented. Jan so moved. Christine seconded. The motion passed unanimously.

Action Items and Directives:

- Don will contact the NH Municipal Association to see the library's options for investing funds in the savings account.
- The open Trustee position will be announced on the library's website and included in the next newsletter. Trustees will think of residents who may want to join
- All trustees will review the monthly calendar and send revisions to Don to update.