

Canaan Town Library Trustee Meeting
11/15/2021

Present: Angie Robinson, Susan Nero, Amy Thurber, Derek Herro, Kathleen Peters, Laura McDermott, Cindy Neily, Judy Labrie, Cheryl Junker

Minutes from 11/15/2021 and 11/20/2021 approved.

Treasure's Report:

Donations:

- \$6000 from Brundage grant received.
- \$300 from Patricia McKee and Donald Pease
- \$50 from As You Wish Cleaning
- \$50 from Town of Dorchester
- \$100 from Robert Terhune Charitable Fund

All donations were approved.

There was a discrepancy on the budget from Gloria and it will be double checked and reviewed next month.

Librarian's Report: approved as reported by Amy

- Weeding Adult nonfiction materials
- New file server has been installed on the NAS. Contract is signed
- Books were given out for the Christmas in Canaan
- Annual budget balance is due. Amy will be meeting with Gloria to address that.
- Andrew Cushing confirmed that we can be registered with the state to be a designated historic building.
- Looking into the possibility of hiring a librarian substitute for coverage. The sub will be paid \$15/hr.

New Business:

Strategic Plan:

- Susan Nero and Kathleen Peters put together an updated strategic plan. The rest of the trustees will review and vote to approve at our next meeting.

Marketing Plan:

- Looking to start targeted marketing plan for the public. Angie will send out meeting times.

Old Business:

- By-Laws: This is a living document. All approved.
 - Article 2, board meetings: a paragraph was added to allow for virtual meetings
 - Personnel policy: the library has traditionally followed the town policy. A new policy should be drafted specifically for the library.
- Looking into hotspots. Amy will include quotes in the library report for next month.
- Keeping things on our radar:

- Rail Trail partnership
- Mascoma Rec department partnership

New Business:

- Calendar will be maintained and the current working month will be posted on Website.
- Feb. annual reviews will happen
- June 11th will be the plant.
- Trustee potluck this summer - outside.
- A new book box purchase will be submitted to the friends by Amy.
- Annual reviews will happen in February. Looking for staff reviews, director review and trustee self review. Templates will be emailed out by 1/31/2022.

Friends of the Library

- Judy and Larry Labrie put together a proposal for the little free library at the beach. It is beautiful! The proposal will be submitted to the Town Select Board.
- Look into getting a new town crier built.

Next Library Trustee Meeting: 2/21/2022 @ 5:45

Librarian's Report

January 24, 2022

Circulation December 2021

Library Materials: 1533

Kanopy: 40 plays

Overdrive:

Collection

Weeding of nonfiction collection continues

File Server Project

NAS installed

Contract in process with Follett. Migration to Cloud will be complete by the end of March

Programs

Story times at CES continue using Google Meet

Virtual Art Programs:

Art & World War II: December 7 66 attendees

Granite State Artists: January 11 43 attendees

Two more collaborations are scheduled for March and April

Christmas in Canaan handed out over 50 books during the last three weeks of December

Budget

Time to tally our 2021 accounts with Gloria to see if there are funds owed back to the town. I will work with Gloria and Laura to finalize.

Donations

Patricia McKee & Donald Pease \$300.00

Robert Terhune Charity Fund \$100.00

As You Wish Cleaning LLC \$50.00

Town of Dorchester \$50.00

Other

Andrew Cushing reported library would be eligible for the state register. If we would like it to become official, there would be forms to fill out.

Would like to hire a library substitute.

Respectfully submitted,

Amy Thurber

Library Director