

Canaan Town Library Trustee Meeting
3/20/2022

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

OPEN SESSION:

Minutes from 2/21/2022 approved with corrected dates

- Laura McDermott has resigned from the position of treasurer.
- Motion to approve Cheryl Junker to become a new trustee. All approved.
- Derek Herro was nominated to take the treasurer's position. All approved.

Treasurer's/Treasure's Report:

- We will have a double report next month once Derek has a chance to get all paperwork resolved.
- In the meantime, the paperwork at the bank has been signed for authorization of the card to be used by Angie and Kathleen

Phases of Operation:

- The schools have moved to make masks optional.
- Motion to move to the library to Phase 4, which makes masks optional starting 3/21/2022. All approved.

New Business:

- Sick leave: because the staff is currently part time, they do not have paid sick time. At this time, we will continue
- Town office:
 - Historic Information: we are looking into gaining historic status of the building. Paperwork has been given to Mike to have the selectboard review.
 - Paint: there are currently no bids. We are looking into getting bids. The elevator side and front of the building is budgeted for. It must be scrapped and primed with Mad Dog Primer.
 - 3rd Floor: Looking to have a meeting with the select board in May to solve some of the issues revolving around community space needs. The conversation with Mike went well.
 - Needs new heating for the 3rd floor
 - Lift is necessary

Librarian's Report: approved as reported by Amy

- Circulation:
 - Library Materials: 1620

- Kanopy: 50 plays
- Overdrive (Libby): 758

- Collection: Weeding of nonfiction collection continues
- File Server Project: Migration to Follett Cloud was a success. Next step, remove old file server from library
- Programs:
 - Met with Kati Lary Jopek to plan a round of Pub Trivia for April. To take place through a sign up and then through a Google Group and/or email. Hope to use this as a tool to rekindle excitement for an in-person event soon.
 - Google Classroom story times continue with 2nd and 4th grade classes.
 - Basement Bookies continues to meet monthly via Zoom.
- Substitute: We received 5 applications for the position of Library Substitute. I have scheduled 2 interviews for next week. Hope to offer the position by the end of March.
- Website Update: I continue to research new templates that will be accessible for our website. There is a lot of room for improvement.
- Donations: Mary and Donald Marshall, in memory of Glen McElroy - \$50.00 Donation was all approved.

Old Business:

- Strategic Plan: Susan Nero and Kathleen Peters put together an updated strategic plan. Nominated to accept the strategic plan. All approved.
- Marketing Plan:
 - Looking to start targeted marketing plans for the public. Susan Nero is point person for marketing.
- Events Plan: Kathleen Peters is Point person
- Annual Review Plan: Derek Hero is point person
- By-Laws: Have been submitted to the lawyer. Still waiting for a response from them.

New Business:

- June 11th will be the plant sale.
- Trustee potluck this summer - outside.
- A new book box purchase will be submitted to the friends by Amy.
- Angie will compile the annual reviews.

Friends of the Library

- Cindy and Angie will go to the town trustees to address the installation of the Little Free Library.
- Friends are interested in working on the presentation of the library to demonstrate investment to the public.
 - Trimming the tree - approved and had it pruned today
 - Cleaning up and possibly replacing the town crier -
 - Garden - approved and Gary Hamel has committed caring for them

- Projector and monitor - approved for purchase. Ray Kulig will install it.
- New book drop - approved for purchase
- 5 Hot spots - approved
- LFL - approved
- Library Plant Sale scheduled for June 11.

Next Library Trustee Meeting: 4/18/2022 @ 5:45

Open Meeting adjourned

Closed session Per RSA91-A:3 for the purpose of doing staff and director reviews began.