Canaan Library Trustees Meeting

September 15, 2025

Draft Minutes

**Call to Order:**

 Nick called the meeting to order at 5:50 at the Canaan Meeting House

**Members Present:** Nick Lavalley (2026), Cheryl Junker (2026), Nan Stone (2028), and Joanna Carr (Alternate)

**Members Absent:** Derek Hero, Angie Robinson, Sadie Wells (Selectboard Ex-officio) For purposes of voting, Joanna replaced Derek

**Other Attendees:** Amy Thurber (Head Librarian), Mike Daniels (President, Friends of Canaan Town Library), and Sherry Withington, Mascoma Bank

**Minutes Review:**

 Cheryl moved and Joanna seconded a motion to accept the Minutes as presented. The motion was approved unanimously.

**Treasurer’s Report, Cheryl:**

 Expenditures for the PTD (August 25) and YTD were as expected. Expenses attributed to the Library for building maintenance will be reconciled with the Town.

 Mascoma Bank representative Sherry Withington attended the meeting to record the roll-over of funds from the Library’s Certificate of Deposit that has matured. The full proceeds were reinvested in two instruments: a 5-month CD of $100k, and intrument and a 12-monthCD of $48k.

 Joanna moved and Nan seconded a motion to accept the Treasurer’s Report. The motion was accepted unanimously.

**Librarian’s Report, Amy:**

Circulation stats:

 Library materials 1,612

 Libby 793

 Kanopy 92

Programs:

 Pub Trivia series resumes in October

 Ice-cream Social, Saturday, August 23, at noon, to celebrate the end of the kids’ summer reading program. Thanks to the Friends for their help scooping ice cream and creating a driveway bowl-a-thon for the 25 participants. We are considering moving the celebration to a date earlier in the summer, before back to school activities begin to move onto center stage.

 Every kid who participated in the reading program gets to choose a free book from the collection assembled via donations throughout the year. Distribution of books continues though the end of September

2026 Budget Proposal:

 Amy has created an initial draft of the Library’s 2026 budget, using the 2025 budget as the starting point and adding in expenses that have moved from the Town’s general budget into the Library’s. As there is some confusion about how these reallocations will work, Nick and Amy will be seeking clarification from the Town Administrator.

Building:

 The Library is still waiting for light bulbs on the main floor and in the basement to be replaced. There are now 9 lights out on the main floor and roughly the same number downstairs. If they are not fixed soon, evening hours will be compromised.

Newsletter:

 The Library’s former newsletter provider, Mailchimp, has been replaced by Substack. Mailchimp had announced an increase in fees, whereas Substack is a free service as long as it’s not being used for commercial purposes. Amy was able to import all our current newsletter subscribers for the September issue, and she has created a link to the newsletter archive on the website.

Website:

 Changes continue to be made, with a new theme chosen and implemented. The major change for users is the switch from a blog roll format to a static homepage with separate pages for programming information.

Other:

 Amy has compiled the Library’s vital statistics for the year (extrapolated from the first nine months) for our application for a grant from the Brundage Foundation. They will also be used in the Library’s presentation to the Budget Committee.

 Cheryl moved and Joanna seconded a motion to accept the Librarian’s Report. The motion was approved unanimously.

**Committee Updates:**

Annual Reviews Committee: Derek is working on the forms for the Trustees’ evaluations of the Head Librarian. The Library staff’s self-evaluations are due to Amy by Friday, September 19.

**Friends of the Library, Mike:**

 Story Walk in the Town Forest - Cindy Neily will attend next week’s Conservation Commission meeting to discuss the details of this project, which the Friends are funding.

 Amy is being requested to create a Library “wish list” for the Friends.

 A draft budget for 2026 will be presented at the next Friends’ meeting. The goal is to provide at least one program every quarter.

 Work on the Annual Appeal is underway.

**Selectboard Update:**

 None in Sadie’s absence.

**Business Updates:**

 Angie has met with the Select Board about the evaluation of the structural condition of the third floor. We have hear anecdotally that this was approved.

 A bill has not yet been received for our membership in the New Hampshire Library Trustees Association.

**Calendar Items:**

 The social event for the Librarians, Trustees, and Friends of the Library will be on October 4, from 11 to 1 at the Meeting House, unless work has already begun on the floors. Amy has suggested the Library as a back-up. Nick will talk with John Bergeron closer to the time.

**Other Business:**

Nan attended the NH Library Trustees meeting at the Minot-Sleeper Library in Bristol on September 9th. Scheduled presenters being absent, the Chair of the Friends moderated the session, which consisted of informal discussion of several topics identified in advance by attendees:.

 Collections policies, especially with respect to AI-generated or influenced materials. Alison Rutley, the librarian in Wolfeboro has participated in a group that’s teaches librarians about AI so that they can help patrons. She welcomes inquiries from other librarians

 Legislation: HB273, parental access to their children’s checkouts; HB2, material related to diversity, equity and inclusion. Also a bill in circulation that has not been passed (HB488) that would limit individuals to one elected position in town governance.

 Working with Friends’ groups, fund raising practices and positioning of libraries as centers of town life. Useful suggestions included lending “object” libraries, the value of membership cards with expiration dates (avoiding overcharges for digital services, keeping access information for patrons current), and having a formal MOU between the Library and the Town.

**Adjourn:**

 Cheryl moved and Nan seconded a motion to adjourn, which was unanimously accepted. The meeting adjourned at 7:18pm.