

Canaan Library Trustees Meeting

November 17, 2025

Draft Minutes

Call to Order: Nick called the meeting to order at 5:45 PM at the Emergency Operations Center (EOC)

Attendance:

Members Present: Nick Lavalley (2026), Cheryl Junker (2026), Joanna Carr (206), Derek Herro (2027), Nan Stone (2028)

Other Attendees: Amy Thurber (Librarian)

Absent: Sadie Wells (Select Board Representative), Mike Daniels (Friends of Canaan Town Library)

Minutes Review:

Joanna moved and Cheryl seconded a motion to accept the October minutes as presented. The motion passed unanimously.

Treasurer's Report:

With two exceptions all accounts are as expected. The exceptions are a Mascoma Bank charge, most likely incurred in the setting up of our new CD, and an apparent misallocation to the Trustees Funds. Cheryl will look into both and report back.

Nan moved and Derek seconded a motion to accept the Treasurer's Report. The motion passed unanimously.

Librarian's Report:

October Circulation Numbers:

Library Materials 1,596

Libby 794

Kanopy 105

Collections:

The switch to Ingram, our new book distributor, has been successful. We have received our first few orders and processed the new books. Ingram will routinely perform the processing work (i.e., sending the books with covers and spine labels already in place), as soon as they have absorbed the influx of customers occasioned by the B&T bankruptcy. That is likely to take a few months.

Evaluations:

Staff evaluations have been completed and signed off on. Several staff mentioned specific areas including AI, cataloguing and marking records they are eager to learn more about. I am excited to help them by finding programs, webinars, and/or conferences they can attend.

Programs:

Culturally Curious Virtual Art Programs, co-hosted with Lyme and Etna, are scheduled for January, February, and March 2026.

Thanks to hosts Ken and Eileen Lary, there will be another round of Pub Trivia in December, on Tuesdays at 6:30 PM.

Christmas in Canaan is December 13th, 4 to 7 PM. The Library will be distributing books to students and the Friends will host their annual book raffle.

We will be receiving 2 blood pressure monitors from the the American Heart Association's Libraries with Heart Programs. One device will remain in the Library and the other will be checkout-able.

Building:

Charges for building repairs and maintenance to the exterior of the building, including the alarm system and exterior lighting, were put through without our knowledge or approval by the Treasurer. Our understanding is that exterior maintenance is a Town responsibility, while interior maintenance is a library responsibility. Amy and Nick will discuss this with the Town Administrator,

Both DMS and MTD expressed interest in repairing the Library lights, however neither has yet submitted a quote. Amy will follow up.

Technology:

The Friends of the Library have voted to pay for two hotspots to replace ones that are missing. To prevent this from happening again, staff have created a more specific check out policy for hotspots as well as new labeling. If a borrowed hotspot is not returned on time it will be immediately deactivated. The borrower's library privileges will also be discontinued until it is returned or the library is reimbursed.

Outreach:

Amy will be serving a two-year term as co-coordinator of the Libraries of the Upper Valley (LUV) Cooperative with the Lyme librarian. This responsibility includes creating a program schedule for LUV COOP meetings, securing library locations for meetings, running virtual and in-person meetings, and proposing updates and changes to LUV COOP bylaws and procedures.

Cheryl moved and Joanna seconded a motion to accept the Librarian's report. The motion passed unanimously.

Library Policy Review Committee Update:

In light of the explosive growth of AI as a research tool and in content generation, do we need to revise our Collection Development Policy? CTL isn't the only library wrestling with this question. It was the central topic at the fall NH Library Trustees Association meeting with nothing conclusive emerging. Amy has consulted what other state libraries are doing and found no consensus. After reviewing our policy, Cheryl and Amy reported that although an addition could be made to the criteria for selection, there didn't seem to be a compelling reason to make one.

After a well-intentioned but inconclusive discussion, Joanna volunteered to draft a trial edit for consideration. Accordingly, Derek moved and Nan seconded a motion to continue the discussion at the December meeting. The motion passed unanimously.

Business Updates:

Library budget and accounting:

Discussion with the Town Administrator is continuing.

Dorchester annual dues:

Nick and Amy reported on the Budget Committee's unhappiness with the size of Dorchester's annual donation for its residents' use of the library. We understand their discomfort, but will continue with our current approach: namely, a straightforward appeal that includes both the number of their residents who use the library and the sums contributed by Canaan taxpayers and the Town of Orange.

Second floor project update:

Nick will reach out to the architect since neither he nor Nan has been able to contact Angie.

Other:

The annual report is due by January 2nd or 3rd.

Notices about our need for two alternates will be placed in the weekly Town Newsletter, the Mascoma ListServ, and the Library Newsletter.

Non-public Session per RSA 91-A:3, II

At 7:10 PM Cheryl moved and Joanna seconded a motion to move into non-public session. The motion passed unanimously.

Non-public session for personnel performance review

At 7:32 PM Derek moved and Joanna seconded a motion to end the non-public session. The motion passed unanimously.

Adjourn

At 7:33 PM Derek moved and Nan seconded a motion to adjourn. The motion passed unanimously.