

LIBRARY TRUSTEES' MEETING

July 24, 2023

5:30 PM

PRESENT

David Hickernell, Chris George, Kate Norton, Laura Stevens, and Natalie Ducharme. Kate Norton called the meeting to order at 5:32 PM.

MINUTES

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to accept the revised minutes for June 26, 2023.

TREASURER'S REPORT

The trustees reviewed the June treasurer's report. Ms. Ducharme reported that the annual Brock deposit of \$1,673.99 was inadvertently deposited into the trustee checking account. The trustees decided to write a check and deposit the funds into the Brock Fund.

Balances in Board of Trustees' accounts are as follows:

Checking Account (Salem Co-op Bank)	\$60,037.23
Certificate of Deposit (Salem Coop Bank)	\$11,295.53
Subtotal	\$71,332.76

Brock Trust Fund Interest Acct (Salem Coop)	\$8,573.54
Subtotal	\$ 8,573.54

On a motion by David Hickernell, seconded by Chris George, the trustees unanimously accepted the Treasurers Report.

OLD BUSINESS

The first order of Old Business was update to the heating system conversion project.

Ms. Ducharme gave an update of this project. Unitil has connected the gas line to the building and attached a regulator. The gas meter has yet to be installed. GeoInsight has not yet billed Kelley Library for the removal of the underground oil tank or the soil testing. CAC has met with the building inspector regarding the project. CAC thinks it will take time to connect the new gas burners to the existing ductwork.

NEW BUSINESS

The first order of New Business was Events and Programs policy.

The trustees discussed this policy and amended it. On a motion by David Hickernell and seconded by Chris George the trustees unanimously voted to accepted the amended policy. Ms. Ducharme presented information regarding office pods for individual use. Kate Norton is going to do further research into office pods.

The second order of New Business was 2024 budget.

Ms. Ducharme reported that she had received a preliminary budget from town and had begun working on it. She will bring the budget to the next trustee meeting.

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DIRECTOR'S REPORT

Ms. Ducharme presented the June Director's Report. Ms. Ducharme mentioned that with the new online catalog overlay (Aspen), there will be a change coming for users making payments online. The current provider, Comprise, is not compatible with Aspen. Currently, GMILCS pays Comprise for their service. Service fees are charged by and paid to GMILCS. Users can still make online payments via Comprise. However, the service fees cannot be charged so GMILCS would lose money. Ms. Ducharme is looking into Square online payment service. Square is compatible with Aspen. Any service fees that Square charges will be handled by Square. This allows GMILCS to stop maintaining/updating these fees and payments. Wadleigh Memorial Library and Hooksett Library both use Square. Library policies regarding finances (online payments) will need to be updated upon moving to Square. GMILCS, as a non-profit entity, will never offer point of service (at circulation desks) payments. The federal regulations and standards that would need to be met, along with the liability does not make point of service payments a realistic option.

TRUSTEE MATTERS

David Hickernell attended the NH Library Trustee association meeting. He brought information for the other trustees. Mr. Hickernell also mentioned the programs being offered at the Cohen Center at Keene State College.

PUBLIC MATTERS

There were no public matters.

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Monday, August 21, 2023 at 5:30 PM in the Beshara Room

ADJOURNMENT

On a motion by David Hickernell, seconded by Chris George, the trustees voted unanimously to adjourn the meeting at 6:40 PM.