Lee Library Trustees Meeting Minutes

March 11, 2020

Attendance: Cammy Knightly, Annemarie Gasowski, Thomas Coakley, Katrinka Pellecchia, Donna Eisenhard, Peg Dolan, Deborah Schanda

Library Director: Ruth Eifert

Meeting called to order at 5:37 by Annie.

Approval/additions to the agenda: Adding RSAs to the end of the agenda.

Minutes of previous meeting: Annie/Peg. All in favor. Passed.

Treasurer’s Report: All bills paid. In agreement with Ruth. Cammy/Peg. All in favor. Passed.

Library Director’s Report:

Statistics: Reviewed Ruth’s budget spreadsheet, and she explained how everything is sorted. Overdrive stats are increasing.

Staff Report: Cheryl is recovering from surgery and working her normal hours. Karyn is moving to Portsmouth and will be leaving the library effective May 1, 2020. She has offered to stay on as a sub. Ruth has suggested possibly hiring a high school student as a Page to replace her.

Friends of the Library: The group met last night. They would like to repeat the art auction this November/December and holiday concert. The jazz band hasn’t decided if they would like to do the concert this year, and won’t have an answer until late fall. They are going to continue doing restaurant fundraisers.

Results of Voting: Thomas Coakley has been voted in to the Trustees, and Donna is interested in becoming an alternate. Linda Reinhold will be reaching out to Thomas to get him sworn in. Annie is going to find out if Peg needs to be sworn in again or not. Annie is also going to look into how many alternates are allowed to be appointed to the Trustees.

Upcoming Meeting with SMP Architecture on 3/25/2020: Annie filled Thomas and Donna in on the RFP process and explanation of selecting SMP Architecture. Ruth has not had an opportunity to compile a formal document with a staff survey that would highlight what things employees would like to see change in the library. She will have this ready for the meeting on 3/25/2020. Ruth presented an older draft that she had customized with our more specific needs that would get the library space up to 5000 square feet. We had a discussion about the size of a community center space, and what size would be needed. Katrinka would like to hear what Jason has to say about completing the projects in phases. Ideally, in the first phases, we would like to see the floor shored in the old schoolroom to accommodate the ability to move things around and work on other phases. Deborah asked why the timeline seems to line up with creating a warrant article when we have money on hand to start phases throughout the year if we agree on phases, had a discussion regarding our various thoughts on that. Everyone should continue thinking about various aspects they would like to include to present at the next meeting.

RSAs and Websites: Reminder of Right to Know laws, and only replying to the sender of the email, not reply all. Also, recently there was discussion about the town website for the library versus the library’s own website. Katrinka also noticed that the Trustees are not listed on the Library’s own website. She would like to figure out why there are two sites, if we can have the town reroute their page to our website, or how we can manage two sites to best serve the town. Reminder of getting minutes turned in within a timely manner to be posted to the town website.

Upcoming Programs:

Oyster River Community Reads: Monday, April 20, 2020

Backyard Farming Initiative: March 23, 2020 @ 7pm

NHLTA Spring Conference: Tuesday, May 12, 2020

Next Meeting Date: March 25, 2020 with SMP, and April 8, 2020 @ 5:30pm

Motion to adjourn at 6:52pm. Deborah/Annie. Passed.