

Cobleigh Public Library Trustees' Meeting

Date: November 29, 2023 **Time:** 6:00 p.m. [Jessica called to order at 6:12 p.m.]

Attending: Bryn Hoffman, Jessica Simpson, Sylvia Dodge, Paula Pearce (via video call), Lorrie Mawhinney (arrived late)

Adjustments to Agenda: No adjustments.

Minutes: Paula made a motion to approve the minutes. Sylvia seconded. Motion carried.

Treasurer's Report:

Discussion about working within budget for the remainder of the year

Paula met with Joe re: endowments and what to consider including in the budget

Discussion of potential percentage to take from endowment - Paula will ask about using 4.5% rather than 4% and report back

Discussion of potential percentage to ask from select board

Discussion of other ways to increase revenue

Librarian's Report:

Staffing

New circulation desk librarian - Evan - joined recently - he has been a great addition to the staff, working towards public librarian cert

Library System Update

KOHA updates - somewhat confusing at first, but system seems easier to navigate and most are pleased with the changes

Programs

NEK PreK program - coming for separate story time

Bi-monthly Pokeman club - patron-led club started by a 6yo & assisted by his dad

Facilities Updates

Electrical outage for one of the circuits in the building - repaired once, went out again over Thanksgiving break, Bryn working to set up repair again

Will receive credit from OTIS elevator service due to not receiving routine maintenance over the past few years

Budget

Working on budget for 2024

Friends of the Cobleigh Update:

Fundraising Updates

Plans for Love Your Library Bake Sale in February

Next Meeting

Tues, January 9th at 4:00pm

Old Business:

Town Appropriations

Sheffield - requesting a slight increase

Wheelock - requesting a slight increase

Bryn spoke with a member of the select board about services provided to community, request has been allowed to move forward

Conversation about having information pamphlets to hand out while soliciting signatures - Bryn will have those available

New sign updates

Projected cost of \$15,000

LDRC money granted provided that match will be given (\$7,500)

Friends will work to raise money towards the rest of the match

Private donor will give \$2500

New Business:

Annual Appeal Letter

Reviewed and approved. Bryn will send out.

Review Annual Holiday Library Closing Schedule

Reviewed, no changes suggested

Director Work From Home (WFH) Hours

Formal request to allow director to use WFH hours, especially during budget planning season

Cheryl would oversee the library, Bryn available via phone/text, would be able to come in as needed

Bryn can access system from home, has good internet

Sylvia made a motion to approve work from home days for the director (up to 4/month) with plans to add specific language to the Library Director Job Description detailing the Cobleigh Library's Work From Home Policy. Lorrie second. Motion approved.

Bryn will send a draft for language to discuss at the next meeting.

Next Meeting: Wednesday, December 20th 5:30pm

Sylvia made a motion to adjourn, seconded by Paula. Meeting adjourned at 7:40 p.m.

Respectfully submitted by Lorrie Mawhinney