

1-17-23 CPL BOT Meeting Minutes

Attendees: Andrea Libby, Ellin Leonard, James Cousins, Kathy Bennett, David Smolen

Meeting called to order at 4:05pm

Motion to accept minutes from Dec. 20 - Ellin motioned, James seconded. All in favor: AYE (4:0)

Motion to accept minutes from Nov. 2 - Ellin motioned, James seconded; All in favor: AYE (4:0)

Motion to accept minutes from Jan.11 - James motioned to accept; Ellin seconded; All in favor: AYE (4:0)

Acceptance of Unanticipated Revenue: \$326 - Kathy motioned to accept: Andrea, seconded. All in Favor: AYE (4:0)

Treasurer Report - treasurer was absent but Trustees reviewed report. James motioned to accept, Andrea seconded. All in favor: AYE (4:0).

Directors Report: David presented his report. Trustees discussed further consideration of developing a more formal emergency management plan working with Chief Mattei including consideration of security cameras.

Motion to accept: James, Andrea, seconded. All in favor: AYE (4:0)

Friends Report: Friends approved their 2023 budget in their Jan. meeting. New Fundraiser - Wine Toss - Night time event after hours at the library. Discussion of a spend policy on the Vanguard account.

Director Job Description:

James shared that the Personnel subcommittee did not have a chance to review the job description since the last meeting in order to make it more concise so they will come back in Feb. with that streamlined version for the board to review and vote on.

Strategic Planning: Trustees recommend a 2+ hour meeting dedicated to wrapping up the strategic plan. Kathy to send out Doodle poll with time options. To take place before Feb. board meeting.

Town Report:

Andrea and Ellin gave their OK but agreed to letting Kathy do a pass for wordsmithing and getting edits to David by the 20th.

James motioned to enter non-public session; Andrea seconded. Specific reason: RSA 91-A:3, II (a)

Roll Call: Ellin, Kathy, Andrea, James - all yes - entered non-public with 4:45pm.

Re-entered public session: 5:17pm

Trustee Budget Review:

Question about coaching budget - Julie is asking Laura for a proposal. We will defer voting on it today.

Adjourn:

5:34pm

Non-Public Session Notes:

Review of Annual Evaluation of Library Director and Discussion of Goals

Trustee created goals:

Create a standard evaluation of library services to evaluate their effectiveness

Encourage employee engagement in board initiatives namely the climate survey and liaison policy - provide specific instances of support of these items.

Add more subjective elements to the staff board meetings - feedback, areas of concern, areas of success

Create a cybersecurity policy for the library

Provide monthly updates to BOT at our meeting on progress against Corrective Action, Climate Survey, and these goals.

David added these additional goals:

With grant funding, bring virtual reality to the library working with UNH. USDA Rural Development grant potential.

Successfully implement the Wine Toss fundraising event with FCPL.

Implement goals related to the Strategic Plan

Move the bookmobile project forward

Have successful relationships with staff and understand how my actions affect others as measured by Climate Survey question #12 (Library Director available and approachable when I have concerns).

Start to implement goals of the strategic planning process.

Conclusion of discussion of year end review and goals.

Motion to leave non-public session: James motioned; Andrea seconded. Left non-public at 5:16pm

Motion to seal these minutes: James motioned, Andrea seconded.

Roll Call vote: Andrea, Ellin, Kathy, James - Yes, motion passed