

Approved March 7, 2024

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Peg Bodine, Chair
Haston Library Trustee

LIBRARY TRUSTEES MEETING 1 February 2024

Present: Peg Bodine, Carol Kelley, Ellen Smith, Amy Vessella

Remote: David Maher, Tom Skowron, Betty Wuelfing

Absent: Harbour Fraser Hodder

Convened at: 6:00 pm

Minutes of the January meeting were approved.

Librarian's Report

February 1, 2024

Circulation:		2023	2024
January 2023	All Items Circulated	1455	1550
	NB Items circulated	1431	1498
	Checkouts Overdrive	504	704

WIRELESS STATISTICS:

TOTAL UNIQUE CLIENTS **64**

AVERAGE # OF CLIENTS PER DAY **6**

AVERAGE USAGE PER CLIENT **1.56 GB**

NUMBER OF CLIENTS TO REQUEST PAGE **49**

NUMBER OF CLIENTS GRANTED ACCESS **39**

Financial Report:

<u>Account</u>	10/31/23	11/30/23	12/31/23	01/31/23
<u>Balances as of:</u>				
Salary Account	61,975.64	52,138.16	45,753.24	36,017.91
Library Expense Acct.	22,367.63	20,462.31	18,387.31	13,507.00
State Grant	391.19	4.00	4.00	5,365.67
Gift Account	2,042.69	5,022.69	487.40	343.42
	1,981.31	1,859.68	1,630.18	774.48
	(Salem bequest)	(Salem bequest)	(Salem bequest)	(Salem bequest)
Child Book Gift	625.29	625.29	625.29	625.29
Trust Funds (expendable)	16,720.48	16,720.48	16,720.48	16,720.48

January Activities and Programming:

- Adult programming took a break during January.
- Brianna hosted Storytime each week, with a total attendance of 22 children and adults.
- Other News:
 - The library received a brand-new circulation computer that was funded through a technology grant the town received. It was installed on January 30th. The staff is amazed by how fast it is

compared to the 13-year-old desktop it replaced!

- The call for community members to join our Strategic Planning Committee has been well-received. So far, we have 12 people signed up. Our first meeting will take place on February 22nd at 6:00 PM.
- Tax forms are finally here and are on display near the front door. Unfortunately, we are still waiting for the IRS to send us the instruction booklets.
- We received our first State Aid installment for \$6745.75 We are already putting it to good use!

Coming events:

- **Thursday, February 8th:** Craft Night for Adults will make old-fashioned Valentine's Day cards.
- **Saturday, February 24th:** The Children's Department will host *Little Spark Theater: Theater Games for Tweens*.
- **Tuesday, February 27th:** The Book Club will discuss *The Wisdom of Wolves: Lessons from the Sawtooth Pack* by Jim & Jamie Dutcher.
- **Thursday, February 29th:** The Movie Discussion group will talk about the 1957 film, *An Affair to Remember*.

Building Maintenance:

- It was an unusually quiet month for building issues, thank goodness!
- Renaud will be here on February 6th to complete the insulation repairs and to work on gaining access to the heating controls.
- During the last couple of rain events, the roof leak let in a significant amount of water. Most of it was contained in the plastic tote located beneath the hole in the ceiling on the upper floor. Unfortunately, some water made its way to the stairs which resulted in restricting the public from using the historic stairs. Thankfully, the leak seems to have stopped for now.
- Roger has had to take another brief leave of absence. Tom Miner is taking care of the custodial duties until Roger's return.

Respectfully submitted,
Amy Vessella

Old Business:

- The planned meeting (target date late January) of all town department heads has not yet been scheduled.
- There has been nothing further from the Finance Committee or Select Board regarding the FY'25 budget.

New Business:

- Director's evaluation process—
 - We will each receive a copy of the "score sheet" which should be returned to the Evaluation Subcommittee (Peg and Ellen) for tallying.
 - Amy will submit her self-evaluation

- Policies: The following policies were introduced. They will be discussed at the March meeting and voted on at the April meeting.
 - Minimum Staffing Policy
 - Photography and Filming Policy
- Amy explained how she researches and develops policies.
- Shoveling: Dawn Sedler's brother and her son shoveled the library steps and ramp after the Jan. 28-29 storm. Dave Maher has volunteered to assist in future.

Adjourned: 6:35 pm

NEXT MEETING: Thursday 7 March 2024 at 6:00 pm