

**George H. Stowell Library Trustee Meeting Agenda**  
**Tuesday, March 22, 2022**  
**6:00 pm**  
**Stowell Library**

1. Meeting was called to order at 6:05 pm
2. Minutes for Thursday, February 17, 2022, were approved.
3. Treasurer's Report. [See attached]
  - a. We have received money from the town. We had a large oil bill over \$800 for the tank. Stephanie will begin to purchase new books. We have an issue with space on the shelves for new books. She may store a portion of books in series in the basement.
  - b. Front columns have been repaired; bill not yet received.
  - c. Discussion of best method for the librarian to make purchases where payment is required at purchase. Kathi reviewed the advantages and disadvantages of a debit card, a business debit card, and a loadable card that carries fees. Laura moved that we apply for a business credit card for the Stowell Library with Stephanie and Kathi as the authorized users. The motion was not seconded. Instead, **Kathi will look into obtaining the business card.**
  - d. Discussion about the upcoming audit and paper records that were necessary. **Kathi will check with Heidi and Mary to see if electronic records are acceptable for the audit and how those would be supplied.**
  - e. Stephanie will contact the former librarian about cancelling the antivirus software program, as it is no longer needed with current programs.
4. Librarian's Report.
  - a. Craft hour on Saturday served over 20 children and 12 adults.
  - b. Digitization started. Scanner is here and 2 staff hired for this have start training and scanning. This paid for by the grant.
  - c. Total number of people coming into the library is going up.
  - d. Parking needs to be resolved. We are receiving mixed messages from different town authorities. Doug Hackett told us that car tires have to be on the paved road, but that language is not in the RSAs; nothing about tires on the dirt. Problem: parking on both sides of the street could prevent fire trucks going through. Need get the police chief, fire chief, and the select men on the same page. **Laura will contact Dillon, and the Select Board if necessary, about this on behalf of the trustees.** Any ruling needs to be communicated to the residents on this street.
5. Old Business
  - a. Review 2022 Town Meeting. Extra money in the warrant should be helpful. Our table was more in support than against.

- b. Discuss the Exploratory Committee progress. Laura reviewed the last meeting's minutes.
  - c. Discussion on "soft cost" estimators for store furnishings. Stephanie is hesitant to hire someone who does not have experience with public libraries. She contacted Sean Flemming, library director in Lebanon, who worked with the designer Corrie, with Tucker Library Interiors, who said that they give a discount for their furniture, but you don't have to buy it from them. Tom Ladd consults but is not recommended. Stephanie recommended contacting Dawn at Grantham, NHTLA listserv, and Michael York. NHTLA will have a conference this year and should have vendors. Laura emailed the Chris Surunis letter and resume to the trustees.
  - d. Review of library trustees' tasks moving forward
    - i. Trustee-Banwell public forum in May
    - ii. Will review spreadsheet at next meeting
    - iii. Set up Open Forum with Banwell on Saturday, May 21
6. New business. Discussion of composting toilet. Kathi will talk to the health inspector to get advice on a new composting toilet.
7. Next Meeting Date: Tuesday, May 3, at 6:00 pm.
8. Adjournment: 7:59 pm.