

**Minutes of the George H. Stowell Free Library Trustee Meeting
Tuesday, April 25, 2023, 6:00 pm
Stowell Library**

Present

Trustees: Kathi Patterson, Marie DeRusha, Laura Cousineau

Citizens: Karen Gillock, Richard Scheuer, Judith Kaufman

1. The meeting was called to order 6:01 pm.
2. Trustee **Minutes for March 9** were moved by Kathi, seconded by Laura, and **approved**.
3. Librarian's Report, Stephanie:
 - reported a program last night and tonight
 - is applying for two grants, one with the school
 - is going to the NHLA Conference for professional development
 - Sean Flemming, Director of the Lebanon Public Libraries, has offered his help with building information for the new library
 - Joint cookbook group met in the new Meriden Library; the facilities are very nice.Stephanie left the meeting to prepare for the library program at the store.
4. Treasurer's Report. Kathi distributed a copy of the Stowell Library Budget (attached). NHLA and NHLTA dues and conferences are covered in the Professional Development line.
5. Old Business
 - a. Review and adopt Accident Policy and Procedure. Kathi constructed a policy that is based on information from the town administrative assistant as well as similar policies from other libraries. The trustees edited the document. **Motion: to accept the documents as edited (attached) as addition to the Bylaws and Policy Manual**, moved by Laura, seconded by Kathi. **Passed**.
 - c. The discussion on how to respond to media requests was postponed. Laura will benchmark policies at academic libraries to help with the discussion.
6. New Business
 - a. **Accepted donations** of \$75 from the Hanover Garden Club and Monadnock United Way grant of \$500. **Kathi moved; Marie seconded. Approved**
 - b. Election of Officers. Kathi read the description of the officers' duties. **Elected by slate: Laura, President/Chair; Kathi, Treasurer; Marie, Secretary.**
 - c. Strategic Planning. Laura suggested that the trustees begin a strategic planning process, explaining some of the procedures involved. There are many decisions to be made including the care and conveyance of the Stowell Building and planning for the

new library. The trustees agreed that we should participate in this process. Citizen Judith recommended involving staff, the Friends, and other stakeholders. Laura will attend a workshop at the NHLTA meeting on strategic planning.

The trustees will need to address issues related to the Cy Pres, including the use of the capital reserve fund and the Stowell Trust. Our attorney should assist.

Mary King, Director of the Plainfield Public Libraries, and Sean Flemming would be good resources.

Another issue to be discussed is increasing the number of trustees.

d. CCI Committees

- Laura reported that the CCI is forming committees to address areas related to the new library renovation. There are several committees that are oversight for specific aspects, and there will also be working subcommittees. **Laura was asked to be on the Building Committee and asked the trustees permission to serve as their representative. Approved.** Laura said that the building committee is requesting nominations for Cornish residents in the building trade to be on the committee. Names generate for Laura to share with the committee are Richard Thompson, Peter Stores, Josh Cloud, and Lyle Parry. Kathi and Marie are willing to serve on other committees or subcommittees as needed.

e. NHLTA Conference is May 9 in Concord. Trustees have given preferences for workshops and the treasurer has paid the conference fee. Trustees will meet at 7:00 am at Cornish store; Laura will drive.

f. Disclaimer. Kathi prepared a sample document for disclosing the Right to Know Law in trustee emails. **The policy was edited and revised; Marie will send it to the trustee's attorney for his review.** She will also ask the attorney about trustees having a second email address/account for emails for trustee business.

For further discussion and research: does the stowelllibrary@comcast.net need a similar policy and if so, how to protect patron confidentiality?

7. Other Business. None.

8. Correspondence. None.

9. Citizen Comments

Judith Kauffman, employee, and vice chair Friends of the Library. The bake sale made \$323.00, the highest amount to date. Upcoming: Pie Day, and a Day of the Book celebration.

10. **Next Meeting Date: June at 6:00 pm.** The second Tuesday seems a good date for all.

11. Adjournment 7:30 pm.