Library Board Meeting Minutes

Date: July 20, 2026 **Time Called to Order:** 7:07 PM

Attendance

- **Present (in person):** Dean, Jan, Lee Ann, Inga (Library Director)
- **Present (remote):** Angela — participating remotely due to health reasons, per formal roll call requirement for remote participation
- **Absent:** Emily (out of town)
- **Secretary for this meeting:** Dean

A formal roll call was conducted, as required for remote participation. It was noted for the record that Lee and Angela's remote attendance was due to health reasons, making in-person attendance impractical.

Approval of Minutes

- Minutes from the June 15th meeting were reviewed.
- No corrections were noted; minutes approved as submitted.

Treasurer's Report

Financial statements as of June 30 (fiscal year-end) were reviewed, including a comparison to the proposed 2026–27 budget.

- **Town Controlled Funds:** Came in about $2,500 under budget, consistent with normal practice of budgeting a buffer for unexpected costs.
- **Warrant fund:** Reflects all TD Bank transactions through June 30; a few late-posting charges will appear on the next statement.
- **Books and maintenance:** Under budget by roughly $800.
- **Baker & Taylor (vendor bankruptcy issue):** Inga was unable to pay outstanding invoices because Baker & Taylor's ordering/invoice system became inaccessible; the company has reportedly filed for bankruptcy. Estimated amount potentially owed: roughly $300–$700 (unconfirmed, as the invoice details are no longer accessible).
    - **Action:** Inga to send Dean a written summary (email) documenting the attempted payment and communications with Baker & Taylor.

    - **Action:** Dean to include this in the treasurer's report and retain as a PDF record for this fiscal year in case of a future claim through the bankruptcy proceedings.
- **Cataloging, collection maintenance, and software:** Over budget, largely due to new software subscriptions (e.g., Adobe, Claude). Budget line increased from $425 to $550 for next year to reflect this.
- **Office supplies:** Over budget by about $350, attributed largely to ink purchases.
- **Telephone:** Under budget by about $450, tied to changes in phone service.
- **Security/alarm system:**
    - Removing the library's landline disrupted the town's existing security/alarm call-out setup, requiring a compliance fix.
    - New system installation scheduled for Thursday; setup fee is approximately $700+.
    - The town will issue a check for approximately $250–$260 toward security monitoring costs; remaining setup costs will be covered using savings from the telephone budget line.
    - The library previously discontinued its door alarm due to frequent false alarms, disruption, and lack of response.
    - **Concern raised:** Once the landline is gone, there will be no communication backup if Wi-Fi and power both go out.
    - **Action:** Consider updating staff policy for internet/power outage scenarios (e.g., whether a landline backup or cell signal booster is needed) — to be discussed further at a future meeting.
- **Training/conference reimbursement (Lee Ann training):** Reimbursement was not processed before fiscal year close-out. Agreed this expense should be paid from savings/checking funds tied to the correct fiscal year rather than charged against next year's warrant funds, so it doesn't distort next year's reporting.
- **Fiscal year-end timing:** Expenses are recognized based on the date of purchase/action, not the date of bill payment; the board typically finalizes close-out in late July/early August to capture late-arriving bills (e.g., checks to Aaron Treadwell and Samantha Rand were confirmed as year-end items to verify).

- **Decision:** Going forward, Director should submit purchase/spending requests by **June 1st** to allow 4–6 weeks for processing before the fiscal year closes.
- **Net result:** Warrant funds spent were approximately $1,770 less than received (subject to adjustment once outstanding items are finalized).
- **Interest income:** Savings account earned $125 in interest this year (up from a nominal amount previously), due to a higher interest rate (~3.5%).
- **Account balances:**
    - Library savings account: **$12,146**
    - Vanguard investment account: **$27,500**
- **Facilities:** General agreement that the recently cleaned carpets look much improved; possible future replacement project discussed informally. Floor cleaning contractor (Samantha) received positive feedback, and Emily has expressed interest in hiring her again.

Outstanding Action Items (from previous meeting — not yet completed)

- **Need for receipts < $10:** Not yet formally written. Board confirmed the existing "Financial Policy" document should be updated to reflect Inga's authorized spending amount, rather than creating a new petty cash policy. **Action:** Dean to update a draft of the Financial Policy document accordingly.
- **TD Bank account number clarification:** Dean still needs to confirm the correct TD Bank contact/account number. **Action:** Carried forward to the next meeting.

Director's Report (Inga)

- **Website/Catalog usability:** Reported the general website is manageable but the catalog search is confusing. The catalog defaults to a **keyword search** rather than a **title search**, causing patrons to get unexpected results.
    - Inga will research whether the default search type can be changed (may require contacting the library software vendor, Biblionix).
    - In the meantime, Inga may add an explanatory note on the catalog page directing users to the search-type dropdown menu.
- **Angela's website/catalog observations:** Angela had additional feedback but discussion was tabled due to time; to be followed up individually with Inga or revisited at the next meeting.

- Angela confirmed she is comfortable continuing in her current board role.
- **Adult Summer Reading Program:** Well received — about 5 participants have logged many books read, with more expected before summer ends. Notably, several participants are in the 30s–40s age range, a demographic the library has historically struggled to engage. Easy digital submission was cited as a likely factor in the program's success.
- **Idea proposed:** Consider adding a winter reading program (e.g., in January/February) to build community engagement during the post-holiday lull, similar in spirit to the summer program.
- **Book Bingo:** Received positive feedback last year; goal for next year is to streamline and digitize the format to make participation easier.
- **Children's programming:** Attendance has been lower than hoped this year (e.g., low participation in the sunflower-planting activity). The Animal Encounters event drew a stronger turnout of 18 attendees.

Outreach and Community Engagement

- This year's programming has seen less direct school-based promotion than in past years — the school only offered a brief lunchtime presentation rather than a class visit to the library, resulting in fewer school-affiliated kids participating over the summer.
- Board discussed the need to find alternate ways to reach summer residents, homeschoolers, and other community members not connected through the school, since that pipeline may not be reliably available going forward.
- **Little Free Library (Mill Village):** A donated Little Free Library box has arrived and just needs to be set up. Plan is to stock it using book donations (not discards, and not official library circulating items), to avoid confusion with the library's actual collection or accidental returns of library books there.
    - Discussion of whether to add Davis Library program signage/announcements to the Little Free Library post. Concern was raised that doing so would blur the line between the Little Free Library and the official library, likely increasing the chance of library books ending up there by mistake. Consensus was to keep it lighter — possibly just a fun, low-key nod (e.g., a whimsical sign or arrow pointing toward "Davis Free Library, one mile that way") — rather than formal program postings.

    - Maintenance of the Little Free Library will be informal/self-sustaining, with occasional sign changes and donation restocking as needed; a volunteer may be recruited if needed.
- **Community bulletin boards:** Inga plans to make more use of the large bulletin board at Island Pond and to pursue posting library/rec announcements on the general store's bulletin board (permission required) and the boat launch bulletin board, as these are high-traffic community spots. She will check whether the store's bulletin board has been upgraded since it previously didn't hold postings well.
- **Book sale:** Identified as the library's biggest upcoming event/priority.

Staff and Organizational Updates

- Inga has implemented new organizational systems (replacing sticky notes) to improve staff task communication and coordination, including using each staff member's strengths more deliberately. Board noted this as a clear improvement.
- Current staff: Inga (Director), Mary (weekend staff), and Samantha.
    - Samantha's strengths: highly organized, self-directed, eager to learn, and comfortable with technology.
    - Mary's strengths: personable and well-liked by patrons; an avid reader.

Facilities

- Brian Pratt (a town-contracted individual, not town maintenance staff) plans to repair the gazebo by the end of the week.
- The far side of the property (opposite the gazebo) will be addressed in the fall, when overgrown vegetation is easier to manage; work is planned within the month for the near side.
- Countryside Alarm's new security/alarm system installation is confirmed for Thursday morning; the board commended Inga's timely communication throughout the setup process.

Continuing Education / Conference Request

- Inga requested support to attend a New England Library Association (NELA) conference in Burlington, VT (commuting distance), October 25–27. Early-bird registration deadline is September 4th; costs are roughly $260 for a single day up to about $400 for the full conference.

- The board noted staff have not consistently used continuing-education funding in recent years (the last conference attended was roughly two years ago).
- **Decision:** The board approved using this year's continuing-education budget along with unused funds carried over from last year (since it went unused) to cover Inga's registration, an overnight stay, and travel costs. The board agreed to track this as an overall budget category adjustment funded from savings, rather than itemizing each expense separately, so that total spending remains trackable without over-managing individual line items.
- Possible interest in also sending Samantha to a smaller regional conference (e.g., NH Library Trustees Association).
- Inga noted a new, apparently collaborative director has started at the Marlow library (citing a recent example of several local libraries pooling resources for a joint program) and has already reached out to introduce herself. The board suggested inviting her to a future meeting (in person or via Zoom) to help build the relationship; Inga will follow up.

Annual Goals and Priorities

- The board reaffirmed three priorities for Inga's role this year: **increased circulation, increased organization, and increased communication.** No changes were proposed.
- **Library Mission Statement (Old Business — carried over):** The board still needs to formally review the draft mission statement, which exists on the library's website but was not circulated to the board. **Action:** Inga to email the mission statement draft to the board so it can be compared against this year's goals and revised to be more distinct from the separate Parks & Recreation position.

Meeting Process Change

- Going forward, the Director's Report will continue to be emailed to board members in advance (as has been done successfully for the past two months). At meetings, Inga will give brief highlights and the board will ask questions, rather than reading the full report aloud — consistent with how the board already handles the minutes and treasurer's report.

Staff Support and Accommodations Discussion

- With Inga's consent, a board member (a developmental pediatrician) shared observations from a recent working session focused on supporting Inga's organizational and time-management strengths and challenges.
- Key takeaways for the board:
    - Feedback or concerns about the library's physical organization/appearance are more effective when communicated in writing (e.g., email) with specific, concrete descriptions, rather than general visual impressions (e.g., "it looks cluttered").
    - Deadlines and timelines work best when stated concretely and specifically (e.g., "please order this by Monday") rather than as open-ended or relative timeframes (e.g., "within a reasonable time").
    - This is the basis for the board's emphasis this year on clear, labeled organizational systems and structured task management, and ties into the "organization" and "communication" priorities set for Inga.
- The board thanked the member for sharing this context and agreed to apply these communication practices going forward.

(Note: The transcript ends mid-discussion, moving into old business regarding a remote-participation bylaws policy — see New Business below.)

New Business: Remote Participation Policy

- The board discussed adding a provision to the library's bylaws (under an existing "Meetings" section) that would formally allow members to participate remotely for reasons such as health, weather, transportation issues, or being out of the area.
- The intent is to enable a standing hybrid-meeting policy so that remote participation would be pre-authorized under the policy, without needing to state and document the specific reason at each meeting.
- General agreement among the board to move forward with drafting this language.
- **Action:** Locate the bylaws document and its "Meetings" section to draft and incorporate the remote-participation policy language.

Next Board Meeting:

- We agreed to skip August Board Meeting (Inga on vacation); Next meeting September 21st