

July 16, 2026

6:30 PM

Mansfield Library Trustees Meeting

Members Present:

Gretchen Whitcomb, Chair

Carter Sartell, Treasurer

Lori Sherburne, Secretary

Nicole Concordia

Diane Reese

Elizabeth Crooker, Library Director

Guests-Kathy Fiske and Lynne Nickerson

Absent:

Cathy Joly-Alternate

I. Welcome and Call to Order

Gretchen called the meeting to order at 6:30 p.m.

II. Approval of Minutes

Motion to approve the June 2026 minutes as amended made by Gretchen and seconded by Nicole. Unanimous approval. Motion passed.

III. Director's Report-Submitted by Elizabeth Crooker

Director's Report

July 16, 2026

Programming

Tea Club

All 20 kits were claimed in June. Half of the July kits have been claimed.

Monday Matinee

One attendee in July.

Book Club

No meeting, but 6 books have gone out.

American History Trivia Night

We had 4 teams (17 players). We received positive feedback and requests for more trivia nights.

Road Trip Reading Challenge

5 entries.

Red, White, and Blue Reading Challenge runs through July 31.

Summer Reading

We are on week 4 of summer reading. We have 34 kids signed up. Our two Friday events had about 25 kids each week. This year, we have a craft or other activity happening all week in addition to the Question of the Week and the Hidden Picture. This allows families who can't make it to our Friday storytime to opportunity to participate in more activities. So far about 200 books have been read.

Upcoming:

July 17: Storytime with Snoopy

July 20: Mysterious Mushrooms

July 24: White Ledges Hike

July 27: Bingo

July 31: Family Storytime (Pressed flower craft)

Looking ahead – Needle Felting, Button Up NH (winterizing your home), trivia night, puzzle race, craft swap

Technology

We continue to progress with Biblionix, More patrons are making requests via the catalog.

Maintenance/Building

The faucet in the bathroom has been replaced.

I'm still having trouble switching the phones to digital.

Circulation

We had an 11% increase in circulation over June 2025. Overall, we have seen an 8.8% increase over last year at this time. Through June 2025, we had 3634 checkouts. Through June 2026, we had 3955. (This does not include InterLibrary Loan borrows or Libby.)

June 2025: 583

June 2026: 649

Foot Traffic

Beginning July 1, we are now keeping track of how many patrons walk through the door. All adults and children are counted (except delivery drivers). This shows up on state reporting, and we've always used an estimate. Counting by hand will not be 100% accurate, but it will give us a truer sense of how many patrons we are serving each day.

Professional dev./etc

Participated in the director's call on 6/25

We received a \$500 donation from the Kiwanis Club for children's programming.

I will be away August 11-17.

IV. Treasurer's Report

July 16, 2026

Compiled 7/16/26

Submitted by Carter Sartell

NHPDIP Balance as of June 30, 2026, \$17,579.72, interest only changes

Citizen's Balance as of June 30, 2026, \$2,084,13

Expenses

A. Friends of Library-Kathy Fiske and Lynne Nickerson attended as guests who have expressed interest in being on the Board of Friends of Library through Mike Deloria. Gretchen has also

contacted other people on Mike's list. Gretchen explained that she knows of a person who is willing to file the 501-3C paperwork, but five Board members are needed in order to do this. Lynne is willing to be the Secretary for the Board. Lynne agreed to contact the people on Mike's list again, but she suggested that there needs to be established goals and a date set to meet in order to be effective in getting people to commit. Gretchen will e mail Mike and copy Lynne. The Trustees and guests discussed recruitment for Friends of Library as well as activities that Friends could be involved in.

B. Insulation in Bathroom-This hasn't been installed yet but should be soon.

C. Bathroom Sink Faucet-This has been installed.

D. Landscaper-W-9-This has been completed.

E. Harvest Festival Plans-It was confirmed that the library will be selling pies. Beth has the paperwork to secure a table and will send it in this week.

F. Library Expansion-Gretchen has spoken with Randy Martin and Kent Perry about the dimensions of the space the Temple Historical Society will need. They are working on figuring this out. The Trustees discussed the library's needs relative to potential design, which includes tiled flooring, storage space, programming space, 25 percent more book space, room for displays, more bathroom availability, and space for staff to work on projects. Discussion about this will continue.

VI. New Business

- A. Potential Alternates-Yvette Schubert has expressed interest in becoming an Alternate but was unable to attend this meeting. She will be invited to the September meeting to further discuss her interest and possible appointment.
- B. Energy Budget-Discussed energy costs being higher and that the library has been charged a higher ration for Propane than should have been (this is split with the Highway Garage), resulting in being over budget. Gretchen has asked for copies of the billing to examine usage and will go to the Selectboard to make sure they are aware and to get the ratio on the Propane changed. She will look at the numbers so that adjustments can be made and the Trustees can project budgetary needs for 2027.
- C. NHLTA-Renewal E Mails have been received, and the cost of annual membership has risen by \$5.00. Carter made a motion to spend \$245 for 7 members from the Trustee's fund. Diane seconded. Unanimous approval. Motion passed.

VII. Date for next meeting: September 10, 2026 at 6:30 p.m.

VIII. Adjourn: Gretchen made a motion to adjourn the meeting at 7:50 p.m. Diane seconded. Unanimous approval. Motion passed.

Minutes respectfully submitted by Lori Sherburne

