

MADISON LIBRARY  
BOARD OF TRUSTEES MEETING  
APRIL 21, 2021 @ 3:30 PM  
JOHN F. CHICK ROOM  
APPROVED MINUTES

ATTENDING: Chair Cheryl Littlefield, John Filson (via Zoom), Bruce Kennedy, Karen Lord, Patti Rau, Linda Smith, Peter Stevens (via Zoom), Susan Lee, Friends of the Library (via Zoom); Sloane Jarell, Library Director

CALL TO ORDER: Chair Cheryl Littlefield called the meeting to order at 3:30 PM.

APPROVAL OF MINUTES

March 17, 2021 Regular Meeting: Motion by Patti Rau to approve the minutes of 3-17-21, seconded by Bruce Kennedy. The motion passed unanimously.

REPORT OF THE TREASURER: Cheryl Littlefield said the Treasurer's Report looked all right to her and the board agreed.

Motion by Karen Lord to accept the Treasurer's Report, seconded by Bruce Kennedy. The motion passed unanimously and the report was accepted and filed for audit.

LIBRARY DIRECTOR'S REPORT: Library Director Sloane Jarell noted that the statistics look great this month. She said hopefully the coming spring will bring an increase in attendance, but in the meantime, it seems that patrons are getting what they need. She said upcoming events include Springtime Trivia, the Teen Book Club, and the Book Discussion Group, and upcoming FOML programs include "Digging into Native History in New Hampshire" on April 22, and "Comics in World History and Culture" on May 13. Sloane said she has offered to help with preschool screenings of SAU 13 students, and hopefully we will get a stack of library cards and we can start communicating with those families. Sloane discussed the ARPA Grants which have to be spent by September 2022. She said today is the first of two meetings which require mandatory attendance in order to apply for these grants. She said we want to reach out to the community and find out what kind of perceived challenges there are that could potentially be met by the library. She said she, Gordy, and Cam are brainstorming on this and she would love to have any feedback from the Trustees on this issue.

GALLERY: Peter Stevens. Patti Rau suggested artwork by Jay Rancourt and Sloane said she will look into it.

FRIENDS OF THE LIBRARY: Susan Lee said things are going well and she confirmed that the FOML Board has approved funding for the trial period for Kanopy and for the set-up and first year for Aspen Discovery when it is implemented. She said the Friends will be holding a popup book sale outside the Chick Room on May 22 from 9:00 to 12:00, the same day as the Garden Club plant sale. Susan said the Friends have filed the FOML nonprofit IRS tax return and have provided a copy to the Trustees. She said we had a successful membership drive, raising \$2,335 in dues and donations with dues.

OLD BUSINESS

Minutes approved: May 19, 2021

Library Board of Trustees  
April 21, 2021  
Page 1 of 3

Chick Room Use: Moved to the May meeting.

Volunteers: Moved to the May meeting.

NNHLC Annual Meeting Update: This was attended by Sloane Jarell and John Filson. Sloane said everyone seems happy with the way things are going. She said we have had almost eleven thousand items transferred between libraries since January 2020. She said Conway Library Director David Smolen brought up having our co-op classified as a 501c3 to accept grants as a group and possibly to have an employee. She said this was going to be looked into. John Filson concurred that the general feeling was that everyone was working together very well and, in his opinion, it has been a great success so far.

Kanopy: Sloane said this started on April 1 and she let people know in the newsletter and electronically. She said after two weeks we have only spent \$11. She said it is now on Facebook as well and she thinks it will get a little more traction.

Aspen Discovery: Sloane said we are committing to this at this point but we will wait to do it as a co-op next April, since the Cook and Conway Libraries can't do it this year; but the two-year contract has to be signed at the end of this month. The contract was discussed. Sloane said the first installment is not due until January of next year, but training will take place this year.

#### NEW BUSINESS

Treasurer and Bookkeeper – See Contract: Sloane said she and Chair Cheryl Littlefield met via Zoom with Ms. Abbott and found that she does bookkeeping for several other libraries. Cheryl said the cost for the bookkeeper is \$35/hour for approximately 2-3 hours per month, with perhaps a little more time in the beginning. Susan Lee noted a change to be made in the contract.

Motion by Bruce Kennedy to accept the contract as amended, seconded by Karen Lord. John Filson asked about the format of the Treasurer's Report. Cheryl said Ms. Abbott was confident that she could make the report easier to read and understand. It was suggested to see if she could attend next month's meeting and provide an example of a simplified report. Sloane said we need to change the bank signing ASAP since we just had a pay period this week; there will be another one in two weeks and someone has to sign checks. The motion to accept the contract as amended passed unanimously.

Next was a discussion about who would be Treasurer. Cheryl Littlefield said since no one has volunteered to be Chair, she would be willing to be both Chair and Treasurer if the board agreed. The board agreed with this.

Motion by Bruce Kennedy that Cheryl Littlefield will be Chair and Treasurer, seconded by Karen Lord. The motion passed 6-0-1 with Cheryl Littlefield abstaining.

Website Update: Still being worked on.

Parking Lot: Sloane said she found that an individual who provides mobile veterinary services was providing those services in the library parking lot. Learning that this is apparently an ongoing thing, she said she had asked the individual not to see clients in this parking lot. She asked for the board's advice in dealing with this. This was discussed.

Motion by Bruce Kennedy that private entities are not allowed to conduct business in the library parking lot without written approval from Library Trustees, seconded by Karen Lord. The motion passed unanimously.

“Letter to our patrons” from the Trustees re: library mask requirement: Sloane said she is hoping to have a letter to include in the newsletter and town column regarding mask requirements within the library. She said we are still requiring masks to be worn even though the mandate was lifted. She said she would like this letter to have a positive spin, indicating that we’ve had all our open hours since July, that curbside service is always available, and that we offer home delivery service as well. She said this would be an advertisement for us as well as a gentle reminder that any library event is a fully masked event. John Filson offered to draft a letter.

OTHER BUSINESS: None.

ADJOURNMENT: Motion by Linda Smith to adjourn, seconded by Bruce Kennedy. The motion passed unanimously and the meeting adjourned at 4:31 PM.

Next Meeting: May 19, 2021 @ 3:30 PM

Town of Madison, Board of Library Trustees  
April 21, 2021

Approved Minutes  
Respectfully submitted,

Patricia Ambrose  
Recording Secretary

Draft Minutes e-mailed to the Trustees, Town Clerk, and Library Director on April 22, 2021