**New Durham Public Library Trustees Meeting**

**October 5, 2021**

**New Durham Public Library**

**2 Old Bay Road New Durham, NH 03855**

*Members present:* William Meyer, Richard Leonard, Patrice Mitchell, John Michaud.

*Others Present:* Caitlin Frost, library director.

*Call to Order/Agenda Review:* Chairperson Meyer called the meeting to order at 6:59pm.

*Approval of Minutes--Sept. 7 and 21, 2021:*

**Motion made by Richard Leonard to approve the minutes; second by Chair Meyer. The motion carried unanimously.**

*Library Consultant:* The Board and Library Director discussed the need for, and responsibilities of, a library consultant position. This will be discussed further in future meetings.

*Financial Report:* Mr. Leonard had nothing new to report at this time.

*Director’s Report and Informational Items:*

**Library Attendance and Programming Ideas and Plans**

In looking that the statistics over the last few years, there has been a significant drop in attendance and circulation prior to 2020. The goal is to get more people back in the Library and to also increase our circulation.

The years we spent the most on Books & Subscriptions were the years we had the highest attendance and circulation. Though we doubled our programming budget over the past few years, our attendance has significantly dropped.

October/November/December Plans—Circulation

* Halloween Displays for both children and adult (and the success of our Fall displays)
* New books and new authors
* Holiday Cooking Display
* Cataloguing the books and materials we own
* 1000 Books Before Kindergarten Restart

October/November/December Plans —Attendance

* Using FB to market Book Clubs, new books, etc.
* Afterschool Pumpkin Carving on the 20th
* 3D Printing Club begins on November 3rd & 4th
* Hosting weekly programs for both afterschool and homeschooled students
* Looking into other programming ideas for winter
* Fairy Lights Craft night for all ages (date TBD)
* Book Sale in November

*We are keeping track of individual display circulation, patron comments, etc., and will hopefully be developing a community survey in the next few weeks. I am also looking into better data collecting to ensure we have the most accurate numbers.*

**Marketing Plans**

* All programs are being marketed on Facebook (working on Instagram)
* Program notices will be sent out in the P&R and School Newsletters
* Utilizing the Website more
* Welcome Banner (Friends’) and Sign Board

Website Redesign

* Make the website a useful tool for the community
* Use it to market the website to a community that is not on Social Media
* 3 quotes—attached to this packet

**Building Plans**

Short Term

* New toilet seats in both bathrooms
* New lock on the women’s bathroom door
* Men’s room faucet
* Children’s window cranks

Long Term

* New paint
* Flooring in the adult room
* New furniture in both areas
* Library Open House planned for early Summer

*Budget--Update and Approval:*

The budget was updated from the Board of Selectmen meeting on September 28 and Mr. Leonard will compare his notes from that meeting to the current budget.

*Any Other Business:* Ms. Frost presented comparisons of 3 website designers, listing costs and services. More information is needed before making a final decision.

*Schedule Next Meeting:* November 2, 2021 at the library.

*Adjournment:*

**Motion made by Richard Leonard to adjourn at 7:44pm; second by John Michaud. The motion passed unanimously.**

Respectfully submitted,

*Patrice Mitchell*