**New Durham Public Library Trustees Meeting**

**February 7, 2022**

**New Durham Public Library**

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

*Members present:* William Meyer, Patrice Mitchell, Richard Leonard. John Michaud joined at 4:37pm.

*Others Present:* Caitlin Frost, library director.

*Call to Order/Agenda Review:* Chairperson Meyer called the meeting to order at 4:02 pm.

*Approval of Minutes:* January 3, 2020

**Motion made by Patrice Mitchell to approve the minutes of January, as written; second by John Michaud. A roll call vote was taken. Michaud-aye; Mitchell-aye; Meyer-aye; Leonard-aye. The motion carried unanimously.**

*Financial Report and Approval:* The accounts ae balanced and reconciled as of January 31, 2020. The operating account stands at $16411.17. The Trustees’ account is $11,559.88 with no activity last month.

**Motion made by Patrice Mitchell to accept the financial report as written; second by Chair Meyer. A roll call vote was taken. Michaud-aye, Mitchell-aye, Leonard-aye, Meyer-aye. The vote carried unanimously.**

*Town Report:* Reports for the Town were presented by Chair Meyer, Library Director Frost, and Treasurer Leonard.

*Director’s Report and Informational Items:*

ARPA 2

* We have the full grant money.
* Have to vote on accepting funds.

**Motion made to accept the ARPA 2 funds as written by John Michaud; second by Patrice Mitchell. A roll call vote was taken. Meyer-aye, Leonard-aye, Mitchell-aye, Michaud-aye. The vote passed unanimously.**

* More details from Celeste meeting

WB Mason Contract Water Bubbler

* Done with Crystal Rock

2022 Library Goals

Flooring & Painting

* Painting is scheduled for March 14

**Motion made by Richard Leonard to pay for the painting of the interior walls of the library from the Operating account; second by Chair Meyer. A roll call vote was taken. Michaud-aye, Leonard-aye, Mitchell-aye, Meyer-aye. The vote passed unanimously.**

* CRF process—letter, meeting, etc.

2022 Library Goals

Increase patrons by 5%, up our Average daily attendance to 40+, and increase circulation by 5%

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **2019** | **2020** | **2021** |
| **Attendance** | 16072 | 3886 | 7802 |
| **Items** | 7450 | 3256 | 5461 |
| **Ebooks** | 3850 | 3755 | 2284 |
| **Total Circulation** | 11300 | 7011 | 7745 |

Increase our book budget with approval for FY2023

* FY2022 $8400 for books and subscriptions
* FY2023 Goal would be $8400 for books, separate lines for subscriptions

Refresh the library

* Painting coming from some fund
* Flooring coming from CRF
* New furniture being made and purchased through grants and donations
* Clean out the backroom to make more functional
* Clean up the front room
* Get new computers & other technologies
* Digitize more library policies: receipts vs date stamps, email overdue notices, etc.
* Organize Files

Work on Library Policies

* Update the folder
* Update the individual policies

Historical Section

* Collaborate with Cathy O on this

Do the ARPA 2 Grant well

Make the Top 5 Books more diverse!

*Other business:* The Board of Trustees agreed to accept the resignation of Board member Lee Newman.

*Schedule Next Meeting:* March 7, 2022 at the library.

*Adjournment:*

**Motion made by Richard Leonard to adjourn at 5:05 pm; second by John Michaud. A roll call vote was taken. Michaud-aye; Mitchell-aye;**

**Meyer-aye, Richard Leonard-aye. The motion passed unanimously.**

Respectfully submitted,

*Patrice Mitchell*