



SUTTON FREE LIBRARY

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BOARD OF TRUSTEES MEETING MINUTES

Corrected and Approved Minutes

- Date of Meeting:** Thursday, July 18, 2024 @ 7:00 pm
- Members Present:** Nancy Glynn (Chair); Kim Dean; Lauren Avery
- Members Absent:** Catherine Paden; Tracy Mingarelli; Betsy Anderson (Alternate)
- Note:** *This meeting was conducted on ZOOM for all present.* The Board met in person at the Sutton Free Library for their Board of Trustees Meeting. The public, per the Governor's Executive Order 2020-04, Section 8, Emergency Order #12 Section 3, had the option to Zoom in to this meeting.
- Public Present:** Judy Parkinson

CALL TO ORDER:

Roll Call, Introduction of Guests:

The Sutton Free Library Board of Trustees meeting was called to order at 7:11 pm by Board Chair Nancy Glynn, and roll taken. There was one member of the public present, Judy Parkinson. Further, no members of any households of Trustees were present within listening of this meeting.

Public Comments: none

Review of Minutes:

Public and non-public minutes from the June meeting were reviewed with corrections made. Board Member Lauren Avery made a motion to approve, with revisions, the minutes to the June meeting, seconded by Board Member Kim Dean. The motion was carried unanimously in the affirmative.

Correspondence:

There have been 10 applications received by the Board of Trustees for the Library Director position. The SFLBOT has confirmed receipt of the applications and will follow up with candidates shortly.

The SFLBOT has received emails from Shannon Storme from the SFL Friends group. Shannon Storme included many materials used in 2012 for the director hiring process. She also shared data and websites from other libraries in the area.

Board Chair Glynn discussed benefits for the new director position with the Select Board. The Select Board would like to schedule a joint meeting to discuss benefits for future library employees.

REPORTS:

Financial/Treasurer's Report:

Buildings & Grounds:

At the June 27th joint meeting with the Select Board regarding the ADA compliant lift and entryway for the library, clarifying questions were brought up to ensure that the lift is inclusive. Some questions raised by meeting attendees were: Can a support person fit on the lift? What happens if there is a power outage? Will there be a way for patrons who use the lift to access materials downstairs? Select Board Member Mike McManus, is working with an engineer who will be making blueprints for the cost of the project. He is also working with a contractor who has put the same brand of lifts in other buildings. Once the Select Board receives a price, a warrant article will be created for the 2025 Town Meeting. Clarification is still needed about parking lot expansion/changes/layout, as well as how many handicap spaces need to be available.

Director's Report:

SFL Children's Librarian Kristin Snow provided a written library update for the SFLBOT. The library recently hosted the New London Hospital Community Health Needs Assessment results with Jenn Alford-Teaster and there's potential for future community programming at the library. The collaborative

sticker mosaic art poster has resumed at the library and there will be an end of project coloring page when the project is finished after summer. Summer programming has been well attended. 21 children and 13 adults attended the *Wildlife Encounters* program on July 10th. 23 children and 16 adults attended the *Mr. Aaron* music program on July 18th. *Bubbles McGee* is the next summer programming event on July 24th. 32 of the 40 Summer reading activity bags have been distributed so far. The SFL Book Group has also been well-attended. The library collected and sent eclipse glasses to Eclipse Glasses USA. They will be checked for safety and reused in the October 2024 eclipse in Latin America. Library staff is working on various library housekeeping projects this summer. There is a new book on the Storywalk® that coincides with the summer reading theme *Adventure Begins at your Library*. High school volunteers were utilized for this project. Recently hired Assistant Librarian Anna Chabot began training this week.

Friends of Sutton Free Library Liaison/ NHLTA Liaison:

The SFL Friends group needs to have roles assigned by January 2025 before 501(c)3 expires since all previous members of the Friends are stepping down, as stated in their transition plan. Board Chair Glynn suggested asking the town for any leads on recruitment. There is potential for the future Library Director to give ideas about recruiting members as well.

OLD BUSINESS:

Motion to enter Non-public Session made by Board Member Avery, seconded by Board Member Dean. Entered non-public session at 7:40 pm and roll taken. The board entered into a non-public session under RSA 91-A:3, II (a) the dismissal, promotion, or compensation of any public employee and RSA 91-A:3, II(b) the hiring of any person as a public employee. Motion to leave non-public session and return to public session by Board Member Dean, seconded by Board Member Avery. Motion: PASSED Non-public session ended at 9:38 pm. Minutes to the non-public session were sealed.

NEW BUSINESS:

Board Chair Glynn made a motion to adjourn. Board Member Avery seconded the motion. The motion was carried unanimously in the affirmative and the meeting was adjourned at 9:43 pm.