



Weare Public Library

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Board of Trustees

Mark Carey, Chairman
Josh Hilliard, Treasurer
Gina Green, Secretary
Clay Kriese, Director
Alternates, Heleen Kurk &
Hanna Schofield

Minutes

Board of Trustees Meeting

Thursday December 7, 2023

Present: Trustees: Chairman Mark Carey, Treasurer Josh Hilliard, Director Clay Kriese, Alternate(s): Hanna Schofield, Heleen Kurk. Guest: Richard Peck, Richard C. Peck Consulting

The meeting was called to order at 7:05 pm (as per RSA 91-A: 1-a.) Josh Hilliard motioned to call the meeting to order. As Secretary Green was absent, Chairman Carey nominated Alternate Schofield as an active trustee for the meeting.

Public Comments:

A public hearing began at 7:05 PM. There were no public comments. The board progressed directly to the public session.

Acceptance of funds:

Per RSA 202-A 4c, the board reviewed the fines, fees, and reimbursements of \$860.94. Treasurer Hilliard moved to accept the funds, Chairman Carey seconded the motion. All present were in favor.

Acceptance of Minutes:

The meeting minutes of the November 30th special meeting were reviewed. Chairman Mark Carey moved to accept the minutes for the meeting, Alternate Hanna Schofield seconded the motion. All present were in favor and the meeting minutes were accepted.

***Mr. Peck arrives at approximately 7:15 PM**

Meeting with Richard Peck, Richard C. Peck Consulting:

Mr. Peck was invited back in to give some guidance on how the library can start an annual fundraising program as we look to pursue the expansion. Mark Carey explained that after meeting with various consultants, it might be best to slow things down a bit and see what else we can do and that we would like to have Mr. Peck's expertise in where to start, what to do, and how to move forward.

We have a core group of patrons that are steadfast supporters, but we will need to go beyond that and also look to build a program for giving and donations, as well as how to better communicate with the community about the library. Mr. Peck points out the concept of a theme such as 'the town' and how to get the message across that we are all in this together and how the library is for all, how groups overlap, etc. Discussed what else the town might be looking at such as the

potential for new sports fields which might have us looking at the child as the center and how the initiatives feed off each other.

Director Kriese mentioned that members of the Library Foundation were invited to the meeting tonight, but were unable to attend. He indicated that he let the Library Foundation know that we have decided to go with this approach as opposed to a feasibility study, at the moment. This approach addresses the shared concerns between the Trustees and the Foundation in regards to the next steps, even if this means putting off the expansion itself for a period.

Mr. Peck mentioned the idea of a survey to help get things started to feel out the temperature of the community. Director Kriese shared that he had done a survey that helped get a feel for what people use the library for, what they would like to see at the library more, which helped us plan our expansion needs. Treasure Hilliard also pointed out that we have a great relationship with Friends who support the library as much as possible through things like silent auctions, book sales, as well as some monetary donations. These are a good base, Mr. Peck points out and Treasurer Hilliard did say that beyond that is where we aren't sure where to go, and this is why there was the worry that a feasibility study would be too premature.

Mr. Peck discussed the different types of donations and gifts that people can make, including non-cash assets which people often don't think about. He gave an example of a current project he's working on where two donors gave gifts of property that could then be sold for cash funds toward the fundraising project.

Chairman Carey asked where we should start. Mr. Peck said redesigning the website would be a good thing to do, but first we will want to establish our narrative; our reasoning for collection funds (mission, vision, and values). After that, look at doing a SWAT analysis around that so that we know what we present to the community. Then, start to move on to tactical items like a website.

Alternate Heleen Kurk suggested that we haven't reached out to former library director Chris Hague to pick her brain on why we were discussing an expansion 15-20 years ago but stopped. Perhaps this could give the Trustees some insight.

Director Kriese inquired about the list of suggested services and steps Mr. Peck offers and whether or not they need to be done in a certain sequence, which we don't. He did indicate that the second bullet (Mission, Vision, Values) would be an important thing to do, and then perhaps a survey of the town so we can hear what other people are thinking. The other items suggested are more later-on type of items. Website functionality is important, bequesting options, communication and email, later on. A gift acceptance policy will be important to outline at some point, as well as training for people involved in the fundraising process. He also spoke of the importance of a professional advisor and how helpful they can be.

Discussion of who should be involved in this process beyond the Trustees, because this is a lot for just the Trustees to do. Chairman Carey pointed out that there might be people in the community with expertise to offer us, as well.

What is the library of the past, what is the library of today, and what is the library of the future? The library is not just a place for books anymore. We need to look at our and how the purpose community benefits from that, and letting them know what we are here for. Mr. Peck suggests we

look at examples of other mission statements on his website to help us think about what we want ours to be like.

8:28PM Richard Peck leaves - board discusses next step. Treasure Hilliard makes a motion that we continue that we move forward to work with Mr. Peck, contingent upon communicating with the Foundation our plans. Chairman Carey seconds the motion, all in favor.

Director's Report:

Stats were down overall, but e-books are going, there is stability in adult fiction and games and the programs have been well attended. Similar to the end of year last year. Clarification on what play groups are; less structured than story time, it is parents bringing their young children in to just play with each other in the children's room. Had a Girl Scout visit and have Cub Scout meeting this coming weekend.

New Business:

Direct Kriese shared the proposed Warrant Article and went over the changes to the job description that would shift from part-time assistant director to full-time assistant director. This would have an increase in the annual operating budget because this does add benefits to the employee. Chairman Carey made the motion to accept Warrant Article, pending changes to the job description discussed. Treasurer Hilliard seconded, motion passed.

Discussion on surplus from the wages to be used to replace the wooden shelves. Question came up on the safety of them at the moment, and the shelves are not currently handicap accessible. Not a safety issue at the moment. Sawyer chairs are also coming apart and the legs are getting bent, Director Kriese would like to replace these as well. This is a safety issue and should be taken care of. Suggestion: do chairs downstairs, as well as chairs and tables upstairs and encumber remaining funds toward Richard Peck's services. Treasure Hilliard motions that we encumber funds for chairs and tables, as well as \$5,000 toward Richard Peck; Alternate Schofield seconds. Second motion made by Treasurer Hilliard to move surplus from wages line to general fund to be used at the discretion of Director Kriese. Motion passed.

Chairman Mark Carey made a motion to adjourn; Alternate Schofield seconded the motion. All present were in favor. The meeting adjourned at 8:57 pm.

Next meeting is Thursday January 4, 2023 at 7:00 pm

Respectfully submitted,
Hanna Schofield, Alternate