

APPROVED
Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: Monday September 14, 2026

Attendance:

Present: Thea Marsh, Jenn Howe, Meggan Hodgman, Jeny Levissee, Ann Ryder, Kristin Landry, Jennifer Bennett, Library Director Barry Deitz; Excused: Nichole Pelkey, Bonnie Leveille

Meeting convened: 6:30 p.m. meeting called to order by Thea.

Reports

Secretary's report

Jenn made a motion to approve the 08/10/26 minutes as amended, Kristin seconded. No discussion. 6 yes, 1 abstentions. Motion carries.

Treasurer's Report

Went over the closing report of FY25 (\$5k under budget), July to August 2026, and August 2026. Discussion re: audit. Ann made a motion to approve the Treasurer report for August 2026. Jennifer seconded. 7 yes, no abstentions. Motion carries.

Director's Report

See attached report. Barry did the annual evaluation of Patty and Acacia who have now been here for one year. There have been 145 "below 13 yrs" patrons and 293 adult patrons served this past month!

Committees

Finance Committee

Meeting this month before the audit with Dan. Last month they went through the closing of the budget and identified any discrepancies for the final report.

Policy/By-Laws Committee

Nichole, Barry, and Kristin met to work on the Loan Policy (for the Conant Museum) and Museum Pass policies. Jeny Levissee discussed concerns about keeping track of the items with a record book and what will happen if Acacia leaves. We also want a loan contract drawn up. Ann is waiting on Jenn Bellan from the Winchester Historical History for an example of the contract that they use. The issue of temporary insurance to cover items loaned was discussed. Jennifer also mentioned that perhaps photos of the items being loaned out should be taken from all angles and written descriptions of item condition prior to loaning. We decided not to vote on the policy yet pending these concerns and changes. Discussion re: the museum pass policy. Jenn suggested putting a barcode on the card. Jeny wanted to test how to register for a pass on the website, but couldn't find a link. (Update: She actually found the link in the Catalog, so the link to the catalog will need to be added to the Museum Pass page on the website.) Jeny discussed

keeping the policy more simple and then creating a procedure with more details. Did not vote on the policy tonight. Thea wanted to discuss the Garden Tool contract that she borrowed from the Keene Public Library. The items would have a tag that they bring upstairs to check it out from the catalog. We decided that these items would fall under the policies we have for our general catalog items. Jenn made a motion to approve the contract for the Garden Tool Library pending changes discussed (adding a time limit clause), Kristin seconded. Discussion to review the policy and procedure at the next meeting. 6 yes, no abstentions. Motion passed.

Museum Committee

Ann and Jenn met with Acacia to go over the museum loan policy she drafted. Acacia is going to put up a WWII display for the Pickle Festival. Acacia also mentioned that a man came by to look at the organ, but we couldn't remember exactly what she said. Ann is going to email Acacia to ask her to send us in writing (email) what exactly he did while he was here.

Building Committee

Barry and Thea met with a couple contractors for sheet metal and boring. Someone from Climates of Pomeroy called to say that the estimate for the AC units is going to go up soon, so she asked if we were still interested. Thea said it depends on how much it is going to go up. The woman also mentioned that they will need 50% down payment. Jenn suggested that we will use our money for that 50% and then request the other 50% from the Town. Thea mentioned that they will also need to pour a concrete pad. Thea sent a message to Neil to let him know that Climates of Pomeroy would like to meet with him before everything moves forward.

Marketing Committee

Did not meet.

Old Business

NHLTA Annual Meeting

Nichole, Ann, and Thea attended and shared some stories.

Non-Public Session

8:03 p.m. Thea made a motion to go into non-public session in accordance with RSA 91-A:3 II (a-e). Jenn seconded. Roll call vote "yes" 6, no opposed, no abstentions. Jennifer made a motion to leave the non-public session and move back into public session. Jenn seconded. Roll call vote "yes" 6, no opposed, no abstentions. Non-public ended at 8:13 pm.

Meeting adjourned: Jenn made a motion to adjourn at 8:13 p.m., Thea seconded. No further discussion; 6 yes; No abstentions; Motion carries.

Next regular meeting is Monday October 12, 2026

Submitted by,
Secretary
Jennifer Bennett