

FINAL  
**Conant Public Library Board of Trustees Meeting Minutes**

**Meeting Date:** June 9, 2025

**Attendance:**

Present: Jennifer Bennett, Ann Goodrich-Bazan, Thea Marsh, Jenn Howe, Jeny Levissee, Kristin Landry, Library Director Barry Deitz; Late: Mary Gannon, Nichole Pelkey; Absent: Meggan Hodgman

**Meeting convened:** 6:35 p.m. meeting called to order by Thea.

**Reports**

**Secretary's report**

Jenn made a motion to approve the 05/19/25 minutes, Ann seconded. No discussion. 5 yes, 1 abstention. Motion carries.

**Treasurer's Report**

We pulled \$15,000 from the Edith Atkins Fund and it came through. Thea will send Amy (at the Town) an email saying she is going to come pick up the check for the Library on July 1 and then she will deposit it at SBW for payroll that is coming out on July 3. There will be another check from the Town coming in July. If we order new Meeting Room chairs by June 30th then we can use up the rest of the Furniture budget. Barry will start looking online. The payments for the alarm system: the building has been shifting and it caused the alarm "beams" to cross and then during rainstorms it would set off the alarms. Barry was receiving multiple calls between 12 am-3 am and had to call in the alarm company to come in many times to try to figure out the issue. The issue was finally resolved, but this system needs to be replaced. Jenn Howe will contact Amy to figure out who should pay this bill since the alarm is for the building and the Town owns the building. We now get free internet from Fidium/Consolidated, so we "unbundled" our phone/internet package from Fairpoint/Consolidated, so now our phone bill is very high. Jenn will call them to see if we can lower the bill or get a different package. Ann made a motion to approve the Treasurer's Report and place it up for audit, Jeny seconded. No discussion; 6 yes, no abstentions. Motion carries.

**Director's Report**

See attached report.

**Committees**

**Finance Committee**

Bookkeeper Dan Berger attended our meeting to meet new members. We had a discussion about the positives of the past year of having him as bookkeeper. Jenn will add financial dates from Amy (Town) to the Google Calendar.

### **Policy/By-Laws Committee**

Ann fixed up the policy that we approved last week and she sent it to Barry to put on the website. She pulled out the next sections from the manual to start working on (sections 4-8) and she will send it to Meggan and Jeny to take a look.

### **Museum Committee**

Jeny emailed Scott about the discrepancy in the large organ appraisal and she is waiting on hearing back. The Museum Committee did not meet in May. Jennifer sent two follow-up emails to Annalise to lock down a date for the meeting (after options were chosen via When2Meet link sent by Annalise), but they went without a response. Decision made that if even one committee member has provided an available date via the When2Meet link by the middle of the month then Annalise should move forward with cementing a date to meet. Ann had the idea of Jenn Reidell (Winchester Historical Society curator) being on the Museum Committee and also \*possibly\* sharing/splitting the cost for the Catalogit account with the Winchester Historical Society, but there are many questions and concerns to discuss with Annalise first.

### **Building Committee**

The basement has stayed dry through all the rain. Barry and Ann have done regular walk-arounds and have not seen any water. They will continue to do regular checks. The alarm system has been fixed. More details in the Treasurer Report above.

### **Marketing Committee**

Did not meet. Jennifer will send out another email for a June meeting and will be sure to include Barry this time.

### **Strategic Planning**

Discussion re: strategic planning. Mary will move forward putting some of our content into rough draft format.

### **Old Business**

- Barry is done with employee evaluations
- The Board of Trustees lists on the website (two locations) have some old members and do not have the two new members. Barry will update it.
- Jenn asked Barry to get the quote for the new website by our next meeting so that we

can work it into the new budget.

### **New Business**

Discussion re: pay raises in time for end of fiscal year and also Barry mentioned that Amy is interested in having more hours. Ann will work with Barry and Jenn about the salary line items.

**Meeting adjourned:** Jennifer made a motion to adjourn at 8:03 p.m. Nichole seconded. No further discussion; 8 yes; No abstentions; Motion carries.

Next meeting is **Tuesday July 8,** 2025

\*NOTE IRREGULAR MEETING DATE

Submitted by,  
Secretary  
Jennifer Bennett