

FINAL
Conant Public Library Board of Trustees Meeting Minutes

Meeting Date: Monday October 6, 2025

Attendance:

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

Meeting convened: 6:33 p.m. meeting called to order by Thea.

Reports

Secretary's report

Jenn made a motion to approve the 09/08/25 minutes, Ann seconded. No discussion. 5 yes, 2 abstentions. Motion carries.

Treasurer's Report

Ann made a motion to approve the Treasurer Report and place it up for audit, Meggan seconded. No discussion; 7 yes, no abstentions. Motion carries.

Director's Report

See attached report.

Committees

Finance Committee

Thea and Jenn met and went through their checklist to make sure they had everything the auditor's needed.

Policy/By-Laws Committee

Ann found that the Fitzwilliam Library has an art show policy that she thought we could use and adapt to our library. The remainder of sections in the Policy Manual hasAnn wondered when we needed to update our Investment Policy.

Museum Committee

Acacia, Thea, and Jennifer met on September 26. Acacia showed us the historical exhibit/display for the Pickle Festival, "Changing Education in New England" where she displayed children's readers, music books and instruments, dolls, etc. Acacia reiterated her plans for upstairs. The spreadsheet that Annalise was working on for Accessioning and Deaccessioning items is on the laptop that Barry gave to Acacia, but she said she hadn't come across it yet. Thea and Jennifer said they wanted to make sure she finds the spreadsheet before

beginning her work upstairs so that she isn't reinventing the wheel. Acacia plans on triaging the "care" of items according to their importance (falling apart, needs immediate attention). She will be creating a list called, "Collections Care Strategy" and will put it in the binder that Annalise created with the Museum Policies. Acacia wants to make sure she follows the Museum mission statement and will need help from the Museum Committee with determining which items relate to Winchester history or citizens. We will find new homes for the deaccessioned items according to the Museum Policies (contact family members first, follow rules listed there). Realistically, we are months away from this, however. Thea and Jennifer said that Mondays and Fridays around 4 p.m. or after work best for them, so Acacia will have to schedule her time to come in later on the day of our next meeting. No set date yet for our next meeting. (Ann asked if we could put the Museum Policies on the website, so Barry will talk to Acacia about sending him the PDF of that document.)

Building Committee

Thea got a proposal from Climates by Pomeroy for the two A/C units (\$66,900). It does not include electrical work, which includes increasing the amount of electricity that enters the building, and we would also have to build a roof to cover the units. The proposal amount is only valid for 30 days. The contract term is 50% due upon acceptance of estimate and 50% due upon completion of project. Jenn made a motion to have Thea move forward with bringing this proposal to the Town (Karey and Amy) to see how we move forward. Jennifer seconded. No discussion; 7 yes, no abstentions. Motion carries.

Marketing Committee

Did not meet. Jennifer sent an email with some marketing tips from NHLTA.

Strategic Plan

Mary sent Thea a rough draft document that still needs to be worked. We will meet on Saturday, November 8th from 10 a.m. to 12 p.m. to try to finish the Plan.

Meeting adjourned: Jenn made a motion to adjourn at 7:56 p.m. Jenn seconded. No further discussion; 7 yes; No abstentions; Motion carries.

Next regular meeting is Monday November 10, 2025

Submitted by,
Secretary
Jennifer Bennett