

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

**Meeting Date:** July 8, 2025

**Attendance:**

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

**Meeting convened:** 6:31 p.m. meeting called to order by Thea.

**Reports**

**Secretary's report**

Jenn made a motion to approve the 06/09/25 minutes, Meggan seconded. No discussion. 6 yes, 1 abstention. Motion carries.

**Treasurer's Report**

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

**Director's Report**

See attached report. New chairs for the meeting room arrived. Thea will loan her truck on Friday to bring (donated) bookcases to the library from Publick House. Jennifer will cover the front desk beginning at noon. Jennifer made a motion to approve the resignation of Annalise with much gratitude to her vast contributions to the library and especially to the museum. Thea seconded. 7 yes, no abstentions. Motion carries.

**Committees**

**Finance Committee**

Barry, Ann, and Jenn met on June 27 and created the proposed 2025-2026 budget. The board discussed their proposal. Ann made a motion to approve the proposed budget as amended and to send it to the bookkeeper, Meggan seconded. 7 yes, no abstentions. Motion carries. Thea will invite Dan to our August meeting so that we can get a final approval on our budget before we put it up for audit on August 26.

**Policy/By-Laws Committee**

Ann made a motion to create and approve a Library Museum Archivist job description by compiling the current draft by Barry into the traditional format, Jenn seconded. 7 yes, no abstentions. Motion carries. Ann recommends that Barry post the two positions (Archivist and

Library Assistant) tomorrow and then schedule a first round of interviews with the Board, who is responsible for hiring. Ann and Nichole volunteered to be on the hiring committee with Barry. Ann emailed Jeny and Nichole the next section of By-Laws/Policies for review (sections 4-8).

### **Museum Committee**

Annalise and Thea went upstairs so Annalise could show Thea which storage pieces / furniture she thinks should stay and which should go. Annalise wasn't sure if some of the pieces were historic or not. Thea will ask Kathy Morehouse to see if she knows.

### **Building Committee**

Sam Pomeroy, who works for Thea's husband Jack, also works at Thomas Aquinas School and he does a lot with HVAC. Thea asked if he could take a look upstairs to determine our options and the cost. Barry will be here at 9 a.m. to let him in sometime in August. He should take into account that our building is on the Historic Registry. Thea suggested that the Building Committee begin a "Maintenance Map" document with building maintenance items, such as: last roof maintenance, condition of the windowsills, exterior brick, carpets, etc.

### **Marketing Committee**

Barry and Jenn met. Reviewed document for library marketing tips. Jenn is going to add events from the website onto Facebook events. Money (\$200) will be added to next year's budget for ad space in the Monadnock Shopper and/or Keene Sentinel for the Picklefest Book Sale in September and Burns Night event in January.

### **Strategic Planning**

For grant proposals, we need a strategic plan that is no older than 5 years. Thea will let Mary Gannon know that if she doesn't think she will be able to work on the Strategic Plan that we can relinquish that responsibility from her.

### **Old Business**

Thea said that if she has leftover seeds from the Farmer's Market event on July 26 and the Cheshire Fair, that she will bring them to the library to give away.

**Meeting adjourned:** Ann made a motion to adjourn at 8:49 p.m. Meggan seconded. No further discussion; 7 yes; No abstentions; Motion carries.

Next meeting is Monday August 11, 2025

Submitted by,  
Secretary  
Jennifer Bennett