

Bethlehem Public Library Trustee Minutes | September 8, 2025

Members Present: Doug Harman, Len Grubbs, Nora Clark, Lisa Ffrench, Barbara Szeidler, Sara Plumey, Sally Syren, Stephen Dignazio and Melissa Smith

Absent: None

Librarian Present: Laura Clerkin

Public Present: None

Meeting Commenced at: 6:59pm

Meeting Minutes

Sally made a motion to accept August minutes as written. Sara seconded. The motion passed.

Treasurer's Report

For the first time this year, the budget is slightly over by \$117. It was noted that a reimbursement of just over \$1,000 for the new website and .gov transition is expected within the next three weeks. Once received, this reimbursement will bring the budget back under target.

Sally made a motion to accept the Treasurer's report, seconded by Sara. The motion passed.

Old Business

Laura updated the Appropriate Behavior Policy to include the appeal process and distributed paper copies to all trustees for their binders.

New Business

Mary Moritz scheduled this year's budget meeting with the Select Board for early November.

Len discussed the 4% wage increase and its impact on the budget. All board members agreed on the necessity of the increase. The board then discussed several price increases from this year and anticipated expenses for the coming year.

To prepare for the upcoming November budget meeting, the Finance Committee will develop a budget proposal to present at the next trustee meeting. As the October meeting date falls on a federal holiday, the board agreed to reschedule the meeting to Monday, October 20 at 7:00 PM. This adjustment will allow sufficient time for the Finance Committee to prepare the proposal for board discussion and approval prior to the November meeting with the Select Board.

Committees

HR - The HR committee will be conducting Laura's review tomorrow. (9/09/2025)

Building and Grounds - The parking lot has been repaired. The Friends confirmed that the necessary repairs to the Story Walk have been completed.

Finance - None

Bylaws and Policies - The committee presented an updated draft of the Circulation Policy to ensure compliance with current library laws. After review and brief discussion, the board agreed to the updates. Sara moved to accept the changes as written. Sally seconded. The motion passed unanimously.

Laura will update the Circulation Policy and provide the board with final copies.

Doug and Laura reminded the board that the resource for staying up to date on library laws is nhlta.org.

Barbra is attending a regional trustee conference tomorrow 9/09/2025.

Technology - None

Librarian's Report

Laura reported that the transition to the new .gov domain has been completed. The library's new website is now live at bethlehemnhlibrary.gov. She continues to update and edit the site. All staff emails are being forwarded to the new .gov addresses. The old website will remain active temporarily; however, a banner will be added to direct visitors to the new site and note that the old site is no longer being updated. With the transition to Google Suite, Zoom will be discontinued and Google Meet will be used for future meetings.

Book sale revenue to date is \$2,163. The Friends group will welcome two new co-presidents in November. The secretary position remains vacant, and efforts are underway to strengthen marketing and increase participation.

Laura also shared news from Mary Moritz regarding a planned DOT sidewalk construction project. The project is slated to begin in 2030, with construction commencing in 2034. It will include approximately 1,500 linear feet of sidewalk, along with signage and crosswalks.

Nonpublic Meeting

The nonpublic meeting commenced at 7:41 PM. Len moved to enter a nonpublic session, and Sally seconded.

Discussion was held during the session.

Len made a motion to exit the nonpublic meeting, and Sally seconded. The board returned to the public session at 7:46 PM.

Sara made a motion to adjourn the meeting at 7:46pm. Sally seconded. The Motion passed unanimously.

Respectfully Submitted,
Melissa Smith