Etna Library Trustee Meeting Minutes
October 28, 2024 at 5pm
Location: Etna Library, 130 Etna Road, Etna, NH 03750

For more information, call 603-643-3116 or email etna.library@hanovernh.org

Agenda

Acceptance of September Minutes

- September meeting minutes accepted.

Librarian's Report

September Patron Visits

- 787
- Last month: 894
- September, 2023: 667

September Programs

- Arts & Crafts Club (2) – average of 14 attendees
- Cookbook Club (1) – 9
- Migration of the Monarchs (1) – 21
- LEGO Club (4) – average of 32 attendees (47 patrons for the session that included pizza!)
- Universal Yums (1) – 6
- Stories with Scooter (1) – 14
- Book Group (1) – 10
- One-Room School Houses (1) – 31
- Knitting Group (2) – average of 3 attendees
- Story Times (8) – average of 7 attendees

September Circulation

- Items OWNED BY Etna: 1,204
- Last month: 1,373
- September, 2023: 991

- Items CIRCULATED AT Etna: 1,067
- Last month: 1,278
- September, 2023: 946

September Website Visits

- Site sessions: 438 (405 in August)
- Unique visitors: 321 (293 in August)

September Donations

- NH Humanities (One-Room Schoolhouses), $300
- $230 in honor of Reid Drucker
- Jerry & Pat Balkcom, $100

Old Business

Gazebo

- 14 x 20 seems like best option for the library
- Location – place stakes to visualize proposed area
- Online application in progress

Pie Sale

- Wednesday, November 28 at 9am
- Pies can be dropped off on Tuesday, November 27 or the morning of the 28, before 9am
- Jeff will reach out to the Etna Ladies Aid Society to inform them of the upcoming sale and its specifics
- $15 per pie again this year

NELA (New England Library Association) Conference

- Jeff attended on Monday and Tuesday, October 21 & 22
- Portland, ME
- Lots of great sessions and some networking opportunities
- Patron-led programming session was a highlight – Kid Librarian of the Month; Domino Club; kids teaching kids

New Business

Staff Schedules

- Jeff recently served two days of Jury Duty; Sarah Molesworth covered
- Sarah Molesworth is away (Mt. Everest Base Camp) from October 31 until November 20.
- Stephanie Snelling and Mary Ellen Rigby, Etna Substitutes, can cover all of Sarah's shifts while she's away.

Movies at the Library

- Jeff would like to add a series of monthly movie screenings to the library's ongoing program offerings. He proposed that money from the Adelaide S. Hardy Trust Fund ($50,000/$9,000) be drawn to cover the associated costs:
- A movie licensing subscription from SWANK, $385; a DVD player, $50, a collection of 12 DVDs to screen, $225; a projector stand, $80; a popcorn machine, $ 140; popcorn, $80; popcorn bags $40; beverages, $70; blankets for the floor for kids to sit on, $40.
- Total: $1,110

- The Etna Library Trustee voted unanimously in favor of drawing this money from the Hardy Trust Fund.

November Holidays
- Veterans Day – Monday, 11/11
- Thanksgiving – 28, 29

Budget Planning
- Budget planning for FY26 will be starting soon
- Town will be using a Zero Based Budget approach for this upcoming fiscal year
- Start from scratch: Have each department build its budget from zero without referencing the previous year's spending.
- Justify every expense: No expense should be considered "automatic." Each department must justify its funding needs based on expected outcomes and alignment with strategic objectives (e.g., improving sustainability, community services, etc.).
- Assign value to programs: Rank each activity based on its importance to the town's goals. This will help if some programs or services need to be cut or reduced.
- Jeff plans to advocate for salary adjustments for Etna Library staff. Jeff has asked Katie Williams, HR Director, for starting salaries, years in the position, and current salaries for all Howe Library positions. And the same information for the Town's other Department Heads. Work for a municipality, so information is public, but having it all in one place, and in up-to-date form, will be helpful.

Upcoming programs
- Dia de Los Muertos, Saturday, November 2 at 10:30

- Ernest Harold Baynes, NH's Own Dr. Doolittle, Monday, November 4 at 6pm

Gazebo discussions:

the cost of the wider, 16'x20' gazebo from Carriage Shed was much more expensive than the 14' wide model due to the cost of assembly on site and transport of 2 modules rather than one. The committee agreed that:
14'x20 oval size is acceptable, that the white vinyl coating might give greater longevity (jpc to seek information on this) and locating the gazebo near the NW corner of the parking lot.

Next discussion was on reaching out to the community to determine acceptance/enthusiasm

Agreed that Jeff will contact:
-Birnies (donors of the funds for the gazebo)

-nearest neighbors-(start with the hayes farm park conservation group)

Next contacts would be the etna neighbors, after much discussion the plan is to provide them with the justification/reason for the gazebo along with Carriage Shed gazebo picture and map with plan for location. Also we should invite them for a meeting; (lead with this idea came with the idea of a gift to the library to honor a local resident ask if using birnie is OK)

Details:
-plan a meeting of all interested folks in the library
-plan on a July 4 set up
once location and geometry etc are 'approved'
ask jim kennedy to provide a map? jpc
who to speak with about site prep? jpc

Next November meeting:
Friday Nov. 15 at 5 pm