

**MONTHLY LIBRARY TRUSTEE MEETING
WEDNESDAY, June 26, 2024**

IN ATTENDANCE: Jani Fillion (chair); Judy JonesGirouard (vice-chair); Leslie Walker (Treasurer); Kim De Lutis (Secretary); Sarah Cloutier; Bryan Koplow; Sara MacIver; Megan Myers; Peg Roy; Meagan Carr (director)

Excused:

CALL TO ORDER: Fillion at 7:00pm

MSV –Approve the minutes from 5.29.24 MacIver/Roy (9-0)

Donation

Summer Reading Prize Donations:

Tractor Supply: two gift baskets

Strawberry Banke: Family admission Squam Lakes Science Center: 4 person admission McCauliffe-Shepherd

Discovery Center: 4 person admission Funspot: 5 \$20 token cards Clarks Trading Post: 2 person admission

In Memory of Anna Hayden

\$100 Carol Anne Gillis

\$100 Kathryn Taylor

Old Business: Building projects

Mike Ressler is working at the library and is waiting for red cedar wood for the windows.

MSV – Move to allow Mike Ressler to repair the sills JonesGirouard/ Koplow (9-0)

ACTION: Koplow asked Director Carr to send him an email of what he needs in case he can help.

ACTION: JonesGirouard will give Brandon Collins Director Carr's contact information so that he can get in touch with her for masonry work.

Director's Report (see Report)

Discussion of a 3x3x39"H library study desk station that Director Carr would like the Friends of the Library to purchase. The FOL is running a quilt raffle through the book sale, and they will be Partner of the Month for the Littleton Food Co-op in December. Fillion also asked Director Carr to inquire about computer purchases through them.

ACTION: Director Carr to ask the Friends of the Library whether they could purchase computers for the library.

New Business

Policy Updates:

De Lutis gave an overview of the Mission stmtnt, Pgrms, Materials Committee meeting that Director Carr, Fillion, Myers and she attended on Wednesday, June 18, at 745AM. She presented the Board with a written policy to add to our current document. The Board discussed, edited, and confirmed this addition:

TEMPORARY RESIDENT CARD – Persons temporarily residing in Littleton, NH and residents of all temporary addresses, facilities and shelters in Littleton, NH are eligible for a free library card by completing an application and providing written proof of temporary residency (i.e. an official letter from residence owner or organization/agency approved by the Littleton Public Library). The card is valid for 3 months from the date of issue and may be renewed as needed. A limit of 5 (five) items (books, media, and digital) may be checked out at any one time; some limitations may apply.

MSV – Move to confirm acceptance of this policy as provided by the Mission stmtnt, Pgrms, Materials Committee. Roy/Koplow (9-0)

Discussion about Public Comments, and Director Carr realized that our library does not have a policy. Myers found a great policy to emulate. It is important that the Board approve a policy so that we can show the public that we allow and welcome the public's input. Director Carr presented the following to the Board:

MONTHLY LIBRARY TRUSTEE MEETING
WEDNESDAY, June 26, 2024

Public Comment Policy

A. Anyone (Littleton residents and non-residents) can attend any meeting of the Littleton Public Library Board of Trustees. Open-to-the-public does not mean the right to speak at the meeting, however. Nobody has a right to disrupt a meeting or to speak without being invited. New Hampshire's Right-to-Know Law (RSA 91-A) gives a right to attend only, not a right to participate.

B. Therefore, to ensure that any who do wish to speak may be heard, the agenda of the Board of Trustees meeting shall include a period of up to 15 minutes for public expression; provided, however, that this period may be extended by motion and by a majority vote of the Library Board of Trustees for good cause shown. This is the only time during the meeting that the public may contribute to the meeting. Observers may not participate in the work of the Board.

C. To ensure that the work of the Board of Trustees progresses in a timely fashion, each person wishing to make comment to the Board shall be given one period of up to 3 minutes to speak. Individuals wishing to speak must sign their name, address, and the subjects on which they wish to address the Trustees on a sheet provided in the meeting room prior to the start of the meeting. Each speaker shall state their name and address at the beginning of their comments for inclusion in the official record of the Board.

D. Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole. Trustees are not obligated to respond to comments from the public. Issues requiring possible action by the Board may be added to a future meeting agenda, and issues that can be addressed by library administration will be noted. Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any Trustee, the Chair of the Board shall allow questions from Trustees to speakers for purposes of clarification, limiting the time for discussion as the Chair deems appropriate.

E. Individuals attending board meetings must conduct themselves with respect and civility toward others. Abusive, profane, threatening, or harassing language and/or personal attacks will not be permitted. No person shall be allowed to use the public participation period for the purpose of discussing, speaking about, or addressing any issue or issues not relevant or germane to the Littleton Public Library. Any such discussions, comments, actions, or announcements shall be considered as out of order, and the Chair, upon a motion from a member of the Board or of his/her volition, shall rule said person out of order and comments shall be terminated forthwith.

F. The Board Chairman shall have the authority to determine procedural matters regarding public participation not otherwise defined in the policy.

MSV – Move to confirm acceptance of this policy as provided by Director Carr. JonesGirouard/Koplow (9-0)

Meeting adjourned at 8:19PM

Next meeting is scheduled for Wednesday July 31, 2024, from 7:00–8:00PM.

Respectfully submitted,
Kim De Lutis, Secretary
6.26.2024