



## **MINUTES FOR LIBRARY TRUSTEES MEETING**

April 21, 2020

**Present (on Zoom):** William Gould, Dick Backus, Craig Anderson, Sarah Chapman, Jennifer Allocca, Tom Rothwell, Lorraine McKim, Betsy Whitman, Kate Fitzpatrick, Dan MacDonald, Bruce McKim, Dick Jardine.

### **Review and approve prior minutes**

The March minutes were approved by the Board.

### **Treasurer Reports**

- Jennifer is using the default budget to monitor expenses, using a straight line method. Heating is a bit over, and other expenses are comparable to expectations. There were no significant issues to report.
- The income report was straightforward. There was some discussion about how to access the online checking account, which Jennifer will pursue.
- The Treasurer report was accepted by the Board.

### **New trustees**

- Tom and Lorraine were approved by the board of selectmen as alternative trustees.
- Bill advised the new trustees to go to the NHLTA website to participate in the orientation webinars for new trustees.

### **Spending considering the default budget (consequences)**

- Bill suggested closing on Thursdays and Saturdays
- The Board had a good discussion on the issue of closing some days, but deferred making a decision to a later meeting.

### **Generator Project Report**

- Dan reported that state agencies are focused on COVID-19
- Dan reviewed the two bids received for the purchase of the generators (see email)
- A discussion of the necessity of a 60kw vs 48 kw generator occurred
- Bruce and Dan reviewed that 48kw took care of existing needs, but future requirements may necessitate a larger capacity. The Board agreed that the larger capacity made sense practically and financially in the long term
- Dan will continue to update the Board with information as his efforts continue.

### **Library Director's Report**

- Sarah raised the issue about spending for maintenance of the air conditioning/heating and for cleaning the carpets/floors. The Board voted to spend the money to do the maintenance/cleaning.
- The Board also supported spending \$1,000 for Hoopla.
- Jennifer will talk with Laura Bernard about the alarm company, hopefully to solicit a visit with a seasoned representative.

### **NHLTA Awards Report**

- Dick J sent an updated draft of the memorandum recommending Bill Gould for the Trustee of the Year award to the Trustees, minus Bill. Feedback to date has been positive.
- Bill suggested sending the letter to the president of the NHLTA, Susan Gaudiello.

### **Solar Display Report**

- Brown Graphics is working on the design for the solar iPad display. Jennifer has provided her with the appropriate dimensions.
- Sarah will have the link to the online solar data information posted on the web page and provided in a Beacon article.

### **Human Resources (and Little Free Library) Report**

- The Girl Scouts have not been meeting because of the pandemic, but there is nothing to show for the work that has been completed.
- The girls remain enthusiastic about completing the project.
- Kate continues to revise the policy, and has submitted a first draft to Sarah.

The Board adjourned at 8:18.

**Next meeting is May 19 , 2020 at 7:00 p.m.**

Respectfully submitted,



Dick Jardine, Secretary