



## MINUTES FOR LIBRARY TRUSTEES MEETING

November 17, 2020

**Present (on Zoom):** William Gould, Sarah Chapman, Tom Rothwell, Kate Fitzpatrick, Jennifer Allocca, Lorraine Mckim, Elizabeth Whitman, Dick Jardine.

### Review and approve prior minutes

The October minutes were approved by the Board.

### Treasurer Reports

- Payroll expenses are under budget at this point in the year for both full-time and part-time employees.
- IT expenditures have yet to be invoiced for those services. Sarah will contact the vendor.
- Escrow account balances are approaching \$100K.
- There was nothing unusual in the income statement, and the same applies to the Town portion of the report.
- The Operating and Library Improvement Funds are to be combined for next year. Steven's gift card and the tree cutting expenses will be taken from those funds this year.
- The Board approved the budget report.

### Budget Feedback

- Bill suggests that the trustee expenditures of \$10K would be called "Non-taxpayer funds the Library trustees are prepared to spend, no tax impact."
- Bill will be sending a link to the Thursday, 19 November, finance meeting.

### Library Director's Report

- Sarah provided a number of items to discuss:
  - Sarah solicited assistance in providing information for the Beacon.
  - Bill suggested Sarah consider spending \$3K by the end of the year, with Jennifer to monitor if that amount is appropriate as the year draws to a conclusion.
  - Opening by appointment is doing well.
  - Circulation is increasing to about  $\frac{1}{2}$  of that experienced at this time last year.
  - There have been 53 new library cards given since the curbside program started.
  - Library staffing is an issue, as two staff have departed. Sarah is looking for people to do book groups and crafts on an hourly/honorarium basis. The Library presently does not have staffing to cover vacations or sick time.
  - Jennifer will take the lead in generating an email note to address the idea of loaning technology for patrons to use to facilitate online gatherings for social support.

### **Project Reports**

- Solar Display: The Board agreed that the latest proposal presented by Jennifer will suffice. Sarah and Jennifer will coordinate the use of an existing Library tablet for the implementation.
- Tree Cutting: Jon Strong accomplished the tree cutting as desired, to be paid out of the improvement funds (\$800).

### **Human Resources Report**

- Personnel Files: Kate and Sarah are continuing to coordinate on the human resources policy handbook.
- Little Libraries: Nothing new on this project.
- Craig's Farewell: Kate showed a prototype plaque and will pursue more details about the pricing, the number of names feasible, and the size of the plaque. She will also gather the list of trustees from 2010 on who have served a full three-year term.

### **Friends Report**

- Nothing to report on the Friends, as they are not meeting.

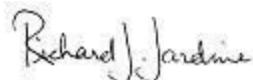
### **New Business**

- Jennifer questioned why the alarm system is not being used. Sarah replied that it is not being used because it is not working, as there are too many false alarms. Lorraine will investigate the potential to use a Simplisafe system for the library alarm system.
- Jennifer will continue to look into employing a bookkeeper for the Library.

The Board adjourned at 8:40

**Next meeting is January 19, 2021 at 7:00 p.m.**

Respectfully submitted,



Dick Jardine, Secretary