



## **MINUTES FOR LIBRARY TRUSTEES MEETING**

October 20, 2020

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

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

The September minutes were approved by the Board.

### **Treasurer Reports**

- Payroll expenses are consistent with where the Library was last month.
- Programming is slightly over budget
- IT expenditures are below budget as the Library has yet to be invoiced for those services.
- There was nothing unusual in the income statement, and the same applies to the Town portion of the report.
- The Board approved the budget report.
- Bill presented the 2021 draft budget
  - Bill adjusted staff wages up two steps.
  - \$4,300 was added for a bookkeeper.
  - Some additional money was provided to fund programming.
  - There was a discussion of the additional expenses for COVID-19 cleaning.
  - There was also a discussion of the impact of the solar panels on the electricity budget line.
  - Sarah will email Bill the costs associated with the current copier lease.
  - Jennifer will provide Bill updates from the Town budget discussions as they change.
  - Stephen's gift card will be paid from Trustees' funds.
  - The Town Finance Committee meeting for the Library will be November 12, 6:30.

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

- Sarah provided a number of items to discuss:
  - Sarah advocated trustees reviewing information from the NHLTA roundtable on budget advocacy.
  - The new water heater in the workroom was installed a few weeks ago at less than half the cost of the previous quotes. Thanks go to Jennifer for recommending Frosty for the plumbing service.
  - The septic system will be pumped Thursday and the fire extinguishers have been inspected/old ones replaced.
  - The contract for the new copy machine has been signed and the copier will be delivered Friday. The tech person will be here Monday morning to set up the machine and to train the staff.
  - The decontamination machine is on hand and the staff has been trained to use it.

- The blood drive was conducted in the Library's large meeting room and was very successful with every time slot booked. No walk-ins could be taken..
- Town CIP and Finance committees are meeting in the large meeting room.
- There was a discussion of the initial policies and procedures for the gradual library reopening and the use of library facilities that Sarah prepared. The Board agreed that they can be implemented as soon as Monday, October 26.

#### **Project Reports**

- Solar Display: Jennifer will reach out to the contractor to get the final touches completed on the poster. Sarah will coordinate the use of an existing Library tablet for the implementation.

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

- Kate and Sarah are continuing to coordinate on the human resources policy handbook. They have begun to exchange thoughts on the draft policy that Kate is developing. It was decided that Kate will complete all the changes and then make them available for Sarah to print the entire document and suggest edits.
- Kate continues to coordinate with the Girl Scouts on the installation of a Little Free Library in the location of the former telephone booth on the Recreation Department building.
- Kate proposed the development of a plaque with trustee names during the discussion of the departing gift for Craig. Craig would be the first named trustee on the plaque. It was proposed that to qualify for the plaque, a trustee must complete at least one full term. Sarah will try to find an appropriate Library picture for the gift for Craig.

#### **Friends Report**

- Betsy has spoken with Pixie and they proposed to have a Friends meeting in the large meeting room of the Library. Betsy will speak with Pixie to determine the agenda for the meeting and to obtain an estimate for the attendance. Should a meeting be held, Betsy will ensure the appropriate COVID-19 protocols are upheld.

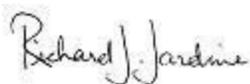
#### **Tree Removal**

- The Board approved the tree removal for which Jon Strong provided an estimate for \$800, the money to be taken from the Trustee's improvement funds.

The Board adjourned at 8:20

**Next meeting is November 17, 2020 at 7:00 p.m.**

Respectfully submitted,



Dick Jardine, Secretary