



DRAFT MINUTES FOR LIBRARY TRUSTEES MEETING

February 16, 2021

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

Review and approve prior minutes

- The January minutes were approved by the Board.
- The 2020 minutes are now posted on the Library website, on the Trustees page.
- All members present voted approval of the minutes.

LEDs for the Library

- Roger Dignard addressed the proposal by EMC for installation of LEDs in the Library.
- EMC would replace 100% of the lighting, both inside and outside.
- The cost would be approximately \$14,000 in total, with \$7,500 returned in rebates from Eversource.
- The cost savings per year would be about \$1,600 per year.
- All members present voted approval (Bill, Jennifer, Lorraine, Tom, Dick B., Dick J.).

Treasurer Reports

- Jennifer reviewed the budget report using last year's budget for comparison.
- The heating bill has not been posted yet by the town,
- The IT bill payment was higher than budgeted, but that payment is for more than the year-to-date and is \$500 less than last year.
- Bill suggested to Sarah that the Library spend with the 2021 proposed budget in mind and not be constrained by the default budget at this time.
- The Dodge fund dividend was received.
- The Board approved the budget report (Bill, Jennifer, Lorraine, Tom, Dick B., Dick J., Betsy).

Library Director's Report

- Sarah submitted a report reviewing a number of items.
- The discussion that followed focussed on the salary of a potential new employee who would be responsible for in-library programming. Paying the person at the level 2 step 6 would be a wage of about \$15.50 per hour, with a fall-back of \$16.15. She is expected to work 10 to 15 hours per week. Sarah will continue negotiations with that person.
- Tom attended the virtual Trustees Roundtable and recalled that much of the meeting was spent discussing COVID issues, ranging from vaccines to library activities during the pandemic.

Project Reports

- Solar Display: The poster is in the process of being printed and the library tablet will support the Enlighten software. What remains is finding a steady hand to cut the hole for the tablet in the poster and procurement of the security stand.
- Alarm system: Lorraine communicated with Allan Treadwell of Twin Bridge Services and learned that Allan feels the difficulties with the alarm system is a telephone line issue. One suggestion to resolve the problem is to add an additional telephone line for the security system. Further discussion with Allan and Dan MacDonald is needed.

Human Resources Report

- As Kate was not present, there was no discussion about Little Libraries, the memorial plaque, or personnel policies.

Friends Report

- Nothing to report on the Friends, but Betsy will be talking with Pixie about the possibility of the Friends meeting face-to-face with all the necessary precautions.

Facilities Report

- Dick B. had nothing new to report.

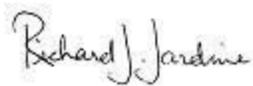
New Business

- Sarah will investigate getting the floors and carpets cleaned in this period of low foot traffic in the Library, obtaining an estimate from someone who has done the work previously.

The Board adjourned at 8:24

Next meeting is March 16, 2021 at 7:00 p.m.

Respectfully submitted,



Dick Jardine, Secretary