

Pease Public Library, Board of Trustees, Minutes of Aug. 15, 2019 meeting, 4 p.m.

Present: Winnie Hohlt, Joan Bowers, Quentin Blaine, Diane Lynch (Director)

1. The minutes of the July 18, 2019 trustee meeting were accepted as presented. (Winnie moved, Joan seconded)

2. Correspondence: Winnie reported on receiving a thank-you note from Allison (which had been discovered late).

3. Financial reports – Quentin reported that the trustee budget is in the black for this fiscal year so far. The trustee budget at this point has a surplus of \$2,084.61.

Quentin also submitted an End-of-Fiscal-Year Report as well. The budget ended up \$6,634.05 in deficit, but it could have been worse. He and Diane are both working on a proposed budget for next year. Diane stated she would like to see an increase in the budget for materials/books.

4. Director's report –

Diane reported that circulation is up in almost all categories, including foreign films. Programming, including children's programming, has gone well.

There have been some problems with solar panels on the roof that have stopped working. The manufacturer has said we are eligible for an upgrade but there would be a cost involved. Supposedly the library panels are under a 15-year warranty, but Diane said she is not sure how/with whom to negotiate since the original installer is no longer in business. Winnie pointed out that the original installation was done in conjunction with PAREI.

Diane reported on the need to address a dress code issue.

The library has cancelled its subscription to LYNDA.com, an online video tutorial service. LinkedIn, its parent company, had changed its terms of use to require all users to have a LinkedIn profile to access the service. Libraries in general, including the ALA, felt this was an abuse of patron policy, and many libraries have cancelled.

Steve Jussif has begun monthly server maintenance and has run a report of his findings.

Diane has applied for and received two NH Humanities grants for spring programming: Storytelling through Irish music and a program about Jennie Powers in the Progressive Era.

There will be a three-part series on the basics of preservation for this fall.

The "bear guy" Ben Kilham will give a program on September 9th at 7 p.m.

Tanya has received a proposal for some joint programming with the Rey Center.

Action Items:

- a. Allison would like to attend the NELA Conference in Mystic, CT this fall. The three-day full conference would cost \$1011 to send her. Trustees voted to send her for the three days. (Joan moved, Winnie seconded)
- b. The library has a portable projector used only by the Historical Society and no longer in use by the library. Trustees voted to give it to the Historical Society. (Winnie moved, Joan seconded)
- c. A proposed paragraph was added to the library's Child Safety Policy: "adults may not remain in children's areas unless accompanied by a child. . . etc." This is designed to prevent adults from "hanging out" in the children's room. Trustees considered the addition forthright and non-punitive. It was accepted unanimously.
- d. Tanya submitted a proposal to purchase 2 replacement chairs for the Children's Room at a cost of \$219.98.
She also submitted a proposal to purchase LEGO plates to transform an old table into a LEGO table (\$60) and to purchase bins for storing LEGOs (\$7.04) – total of \$67.04. Both proposals were unanimously approved.
- e. Diane asked for trustee approval to close the library at 4 p.m. on the day before Thanksgiving, Wednesday, Nov. 27th, at 4 p.m. and to close the library on the day before Christmas on Tuesday, December 24th at 2 p.m. Both requests were granted unanimously.
- f. A remainder of \$1,342.56 exists in the library portion of the town budget for FY 2018/19. Trustees voted unanimously to return that amount to the Town of Plymouth for the purpose of offsetting taxes.
- g. There will be about \$8,000 in rebate money for the recent LED lighting conversion at the library. Trustees voted unanimously to turn this money over to the Town of Plymouth as well.

5. Winnie reminded trustees that, historically, the trustees, or a subcommittee of trustees, have conducted an evaluation of the library director and then met with the director. Ideally, such an evaluation should take place about every year. Winnie urged trustees to fill in the evaluation form provided.

6. At 5 p.m. Quentin moved that the trustees go into executive session for reasons involving personnel. Winnie seconded. Winnie voted "yes." Joan voted "yes." Quentin voted "yes."

Personnel issues were discussed.

At 5:40 Winnie moved to come out of executive session. Quentin seconded the motion. Winnie voted "yes." Joan voted "yes." Quentin voted "yes."

The next meeting will be Thursday, September 19, at 4 p.m.

Respectfully submitted, Joan Bowers, Secretary