

PPL Trustee Meeting  
October 20, 2020

## I. Call to Order

- a. Attending: Diane Lynch, Winnie Hohlt, Quentin Blaine, Charlene Whitman  
The meeting officially began at 4:08.
- b. Minutes from 9/17/2020 were reviewed. Quentin moved to accept, seconded by Charlene and all in favor with no changes.
- c. Correspondence: none.

## II. Reports

- a. Financial: Quentin reports we are still solvent. Based on discussion at the last meeting, Quentin is working to close the small account as discussed and has combined the two checking accounts at Northway Bank. Diane reported that the building fund was depleted somewhat by repairs needed caused by the water heater problem as insurance funds to cover went directly to town hall. Subscription funds are in red. Doing well overall. Diane reported that the budget is at town hall now and is being reviewed by the budget committee. Capital reserve funds should be submitted for each year as directed/reminded by Ann Abear. The trustees discussed how maintenance/building projects should be paid for, whether to draw from capital reserve funds or not.
- b. Director's report:
  - Still doing well with circulation statistics with curbside and patrons in person, which is ranging from 20-50 per day. This week is the first week the library will be open five days, with curbside still available on Thursday in addition. Diane is adjusting opening hours to accommodate patron needs/schedules.
  - Staff are still adhering strictly to cleaning protocol. Diane wished to acknowledge and thank the staff for being so diligent.
  - Zoom based program attendance seems to be waning, perhaps due to virtual performance fatigue. One program was rescheduled at the request of the presenters, due to limited interest. Trying a different time to see if it makes a difference. Quentin suggests paying closer attention to the timing of advertisements, however Diane noted that some presenters handle their own PR. Decreased foot traffic may also impact. Pontine Theater has a streaming program of The White Heron. Rights can be purchased for \$125 for a link that allows access to patrons for the month of December. Diane wonders if this might be a nice offering to patrons who might prefer to stay at home. The theater group is very acclaimed. The trustees agree it would be a nice program to offer and would like Diane to pursue.
  - Maintenance: CCTV system is down. It's under warranty and Diane is taking care of it. The annual sprinkler inspection was completed. There will be a significant undertaking/expense to take care of recommended services/upgrades to the system. Diane is working on a new copier contract as the current lease is

up and is hoping to have both copiers leased from the same company for simplicity. This is typically paid from the 810 line. Winnie suggests the trustees defer to Diane's judgement.

- Diane notes \$113 of gifts and donations. Question made a motion to accept gifts and donations, Bridget seconded and all in favor.
- The town is commissioning a wage and jobs study to be completed by end 2021.
- Quentin makes a motion to move into private session for a personnel matter at 4:49, seconded by Bridget and all in favor.
- Quentin motioned to seal the minutes from non-public sessions, seconded by Charlene with all in favor.
- Bridget motioned to return to public session, seconded by Quentin to return to public meeting at 5:41 pm. All in favor.

### **III. Action Items:**

- Diane would like approval for upcoming early closures noted in the director's report. All in favor.

### **V. New Business**

Next meeting Thursday the 19th of November at 4.

Bridget motioned to adjourn, seconded by Charlene and all in favor.

Meeting adjourned at 5:49pm.

Respectfully submitted,  
Bridget Powers