

Pease Public Library

Board of Trustees

PPL Trustee Meeting

Date: May 20, 2021, 4:00pm-

I. **Call to Order**

- a. Winnie called the meeting to order at 4:0PM. Attending were Winnie Hohlt, Quentin Blaine, Bridget Powers, Diane Lynch, Amey Bailey and Charlene Whitman.
- b. Approval of minutes from previous meeting's minutes. Diane made a clarification to the April 15, 2021 meeting notes, under reports, item a, where it reads "Diane took 1000 off the electricity line, " it refers to the next fiscal year. Winnie made a motion to accept the corrected minutes and it was seconded by Quentin and all in favor.
- c. Correspondence- none
- d. Public Comment (as allowed by Chair) -none

II. **Reports**

- a. Financial (see statements). Quentin shared the budget report. We continue to be in good shape. Diane shared her adjusted budget. Bridget made a motion to accept Diane's revisions, Quentin seconded and all in favor. Trustees documented this vote with signatures to provide to the select board for the upcoming meeting, Monday May 24, 2021.
- b. Director's Report-
  - i. Circulation Statistics- see Director's Report
  - ii. Personnel: Diane has asked Allison Riley and Sandy Kidd to provide performance reviews for her in accordance with town requirements, for trustee review. , Changes for 2 employees @ PPL were discussed. First round of interviews for Youth Services Librarian have been completed. The two final candidates will each provide a Zoom Story Hour on June 8 at 3:30 and 4:30 for staff and trustees followed by questions. Quentin moved to enter a non-public session at 4:26PM, seconded by Charlene and all in favor by roll call vote. A motion to leave non-public relative to RSA91-A:3, II (a), session was made by Bridget and seconded Quentin at 4:51 PM. A motion to seal the minutes was made by Quentin and seconded by Amey and all in favor by roll call vote.
  - iii. Programming – Summer Reading was discussed, from July 6 through August 13.
  - iv. Maintenance – Non-Public Session (Reputation) Building Security: discussed recommendation from Chief Lefevre to switch to fob system. Amey suggested also considering/looking into keycode system, both of which would eliminate the need to re-key the building. Painting and carpeting were discussed. Diane and trustees selected three carpet samples and Diane will seek quotes.

III. **Action Items:** those needing motions and vote

- a. **Will the Trustees accept the \$6 in donations?** YES Bridget made a motion to accept the donation, seconded by Charlene and all in favor.
- b. **Do the Trustees accept the restructured FY 21-22 budget presented to them?** YES As above, Question motioned to accept the revisions, Bridget seconded and all in favor.
- c. **Will the Trustees encumber funds in the amount of \$3,000?** YES Bridget motioned to request encumbrance of the funds and accept Diane's plan for use of the funds for additional summer help, seconded by Amey and all in favor.
- d. **Will the Trustees keep the mask requirement in place as currently stated for all staff and visitors to the library building and revisit this decision monthly at scheduled Trustees meetings?** YES the trustees agree with the recommendation of the state epidemiologist to continue mask use indoors for the time being.
- e. **Will the Trustees keep the Library meetings rooms closed?** YES, until renovations are complete and a policy is developed.

- f. **Will the Trustees authorize painting of the library lower level hallway, lobby area and restrooms by Dan Vaughn at the quoted price of \$2200? YES**
- g. **Will the Trustees return a portion of the Library's unused funds back to Town at the end of FY 20-21? YES,** the town has asked all departments to return 3% of overall budgets to offset overall losses, which for the library is \$14,243.25 and the trustees agree if would be appropriate to do so as possible after the paint and carpet projects.

IV. **Old or unfinished business**

- V. **New Business-** The select board will be reconsidering the mask ordinance at the next meeting, May 24, 2021. The Safety Director recommends waiting for the outcome of that meeting before adjusting the library policy. Diane has researched what other libraries are doing and Scott Weiden has been researching liability issues, without much guidance found. Diane polled the staff who prefer patrons and staff continue wearing masks. Regarding opening of meeting rooms, staff have concerns about the related cleaning responsibilities. Trustee suggestions include waiting for the outcome of the select board meeting re: mask ordinance, implementing spacing guidelines, limiting the number of groups per room, requiring/contracting groups to do their own cleaning with library provided supplies and waiting until after the renovations are complete (painting and carpet.)

VI. **Announcements-** none

VII. **Next Meeting Date:** June 17, 2021 @4:00 pm

VIII. **Adjournment:** the meeting was adjourned at 5:24PM