

Pease Public Library Board of Trustees

Date: December 20, 2023

**I. Call to Order 4:05**

- a. Roll call,
- b. Approval of agenda
- c. Accept the minutes from the November meeting... **YES...Motion-Jim, 2nd-Quentin, All in favor**

**II. Reports**

- a. Director's Report- (*Becky*-see Report)
  - i. Circulation Statistics-
  - ii. Programming – We'd (Trustees) to see more detailed information on program attendance in the monthly Director's Report so we understand whether the recent numbers reported are good/high/low, etc in comparison
  - iii. Maintenance –
    - 1. Children's room carpet-CIF was approved for \$13K. Quote came in at \$16K (cheapest quote, from Plymouth Furniture). Town needs a letter of commitment from either YLLA or Trustees if we're going to fund the \$3K overage. YLLA has declined as it "is not in their by-laws" to fund that
    - 2. Painting-May want to consider getting quotes from someone other than Prep, as they are quite busy...may be a while before they can book
    - 3. Let's prioritize the carpeting, rather than try to schedule them together, b/c we want it done before her busy time, which starts at the beginning of March
- b. Financial (*Quentin*-see statements)
  - i. Question-Will some of these items (ie Book Sales, copier) double from YTD to FY 2024 Budget? *Quentin...we should really focus on Actual YTD and FY 2024 columns*

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

- a. **Will the Trustees vote to accept \$44 in donations? YES...Motion-Jim, 2nd-Quentin, All in favor**
- b. **Will the Trustees vote to accept the use of the CIP funds for carpet installation? YES...Motion-Quentin, 2nd-James, All in favor**
- c. **Will the Trustees vote to fund the balance of the carpeting job at approximately \$3000? YES...Motion-Quentin, 2nd-Joyce, All in favor**

**IV. Next Meeting Date:** January 17, 2024 @ 4:00 pm.

**V. Adjournment - 5:20**