

Pease Public Library Board of Trustees, Minutes of Nov. 21, 2019 meeting, 4 p.m.

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

1. The minutes of the October 17, 2019 meeting were approved as distributed. [Quentin moved, Bridget seconded]

2. Diane reported on receiving a letter requesting a financial donation to the PSU Teddy Bear Throw ice hockey event with funds to go to CHAD. Diane explained that the library is already involved in Toys4Tots and won't be making additional donations.

3. Financial reports – Quentin reported that the trustee budget is in better shape at the end of November than it was at the end of October.

Diane reported that the library portion of the town budget is about where it should be at this time in the fiscal year.

4. Director's report – There has continued to be good circulation of library items. The Community Room saw 184 uses this month alone, and tutoring room usage remains high.

The technology librarian position has been filled.

Book stacks have been strengthened and braced as necessary. Parking lot signs are here and will be installed by the Highway Department.

Estimates have been gathered for painting the main floor circulation area. The work will be done on a weekend in January. Trustees voted to accept the estimate of \$2260 (half down and half on completion) from Dan's Old Fashioned Quality Painting. [Joan moved, Bridget seconded]

Issues with the recessed lighting ballasts have been addressed, and two extra ballasts have been ordered.

The insurance claim for the server damaged in the October 16/17 storm is still pending.

The bench for a place to sit in front of the New Books has arrived and is already in use.

Upcoming programs include a YLLA program on climate on December 4th with Dr. Sam Miller, an author talk by Doug Smitty Smith on December 9th, and Becky White's third program on archiving on December 11th.

5. Action items:

- Voted to accept fund/donations in the amount of \$637 [Winnie moved, Quentin seconded]

- Voted to drill open a bank safety deposit box that has a missing key [Joan moved, Bridget seconded]
- Voted to pay for 4 new computers (\$3,800) and two Smart UPS batteries for server and back-up server (\$755) at a total cost of \$4,555 (to be taken from the 500-02 line); the installation of (ten) Windows 10 and 10 licenses (\$2,125) (to be taken from the 300 line); and the travel costs for Steve Jussif of Adel-XT to complete all this work (\$1,050 from the 300 line). The total amount approved: \$7,730. [Quentin moved, Bridget seconded]
- Voted to close the library on New Year's Eve at 5 p.m. [Joan moved, Quentin seconded]

Diane asked that the regular 4 p.m. trustee meeting on December 19th be finished by 5 p.m.
Winnie assured the group that that could happen!

Respectfully submitted,

Joan Bowers, Secretary