

## **Pease Public Library Board of Trustees, Minutes of September 19, 2019, 4 p.m.**

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

1. Winnie shared the report she had compiled for Diane Lynch's annual review based on performance questionnaires filled out by trustees. The report was very positive with comments included from the questionnaires. Winnie will make corrections and obtain signatures.
2. The minutes of the August 15, 2019 meeting were accepted as presented. [Winnie moved, Joan seconded]
3. Financial reports – Quentin reported that there was a deficit of about \$6,000 at the end of the year in the trustee budget – that had been expected. At the moment, all seems to be on target for the new budget.

Diane reported that the rebate check for the new library lighting has been given over to the town, as agreed upon. Diane is working on next year's budget. The library has lost a staff member, and Diane and staff are working on ways to fill that gap.

4. Director's report – Diane reported that the library has received \$561.25 in donations and \$13 in the Conscience Can. Trustees voted to accept these amounts. [Quentin moved, Winnie seconded]

There are good circulation numbers and there has been good attendance at both adult and children's programs. Diane has contacted PAREI to check out what is happening with the solar panels. The solar panels are under warranty, but there still need to be some new parts and labor costs. PAREI will do a physical inspection to create an estimate of repair/replacement/upgrade costs.

There will be YLLA-sponsored programs in October on eBay selling and on maintaining a family archive.

3D printers – The Rostock 3D printer is no longer functioning. The library has been approached by the PemiBaker Youth Center to purchase all three 3D printers. The original Rostock printer cost \$1,222. It is too expensive to ship and it is not known who could do repairs. Trustees agreed that all three 3D printers [the Rostock and 2 first-generation printers] should be given to the Youth Center as they feel they can repair/use the equipment. [Quentin moved, Joan seconded]

Police have offered to give active shooter training at the library for staff. It is desirable to do this when the public is not present to prevent stress for the public. Diane may arrange the training even if one staff member has to be absent.

Trustees commented positively on the good job Allison is doing with the online library newsletter.

Discussion took place about possible cost-sharing with Northway Bank for new parking lot signage. The hope is to deter PSU student parking. The old signs are too high and the lettering referring to library parking only has become faded over time. Since the library is using the parking lot owned by the bank, it was felt that it would be good for the library to share the costs of the signs with the bank. Diane will check out the costs involved and also check to see if the town would be willing to help pay for or install the signs.

Diane reported that she has received queries about a popular movie streaming service for libraries called Kanopy. She stated that Kanopy is a very good service but is far too expensive for a library the size of Pease Public Library.

Diane will rethink the wording for an ad for a staff person in Tech. The new posting may refer to a circulation person with additional skills in Tech.

The meeting was adjourned at 4:55 p.m. [Bridget moved]

The next meeting will be October 17, 2019 at 4 p.m.

Respectfully submitted,

Joan Bowers, Secretary