

PPL Trustee Meeting
September 17, 2020

I. Call to Order

- a. Attending: Diane Lynch, Winnie Hohlt, Quentin Blaine, Charlene Whitman, Amey Bailey
The meeting officially began at 4:07.
- b. Minutes from 8/20/2020 were reviewed. Quentin moved to accept, seconded by Winnie and all in favor with no changes.
- c. Correspondence: Rod Diamond contacted Diane to express concern about the condition of the flag which was rectified/replaced immediately.

II. Reports

- a. Financial: Quentin reported that the budget is currently in good shape with 10.26 in the black, mostly due to having received half of the Durgin Trust. Quentin is currently working to supply the auditor with requested info. for the annual town audit.
- b. Director's report:
 - Statistics continue to climb including in person, downloadable and curbside.
 - Personnel: staff continue to experience increased anxiety related to the pandemic. Staff remains cautious and need enhanced support from Diane. Patrons have been extremely compliant with all precautions.
 - Diane reviewed upcoming programming outlined in her written report.
 - Diane reviewed maintenance issues, also outlined in her written report.
 - Diane added a new budget line for propane for the library's fireplace.
 - Diane shared the town's time frame for and conditions for budgeting this year. Numbers are estimated and sometimes underestimate the actual costs which was the case for health insurance last year.
 - Diane is carefully considering expanding the public hours to include Saturdays from 10-1. The trustees would like to see expanded hours, with attention to staff comfort.
 - Diane continues to get requests about the meeting rooms. PBTv will use the large meeting room to conduct socially distanced interviews whereas there isn't space to interview safely in the PBTv office. The board agrees that meeting room use should continue to be suspended at this time.
 - Diane shared Tanya's report as well as her flyer which unfortunately included an invalid web link.

III. Action Items:

- a. Honorarium of \$100 for Ken Gloss of Brattle Bookstore. YES
- b. Re: substitute for Tanya, trustees agree that Tanya should begin to make plans for her leave such that activities can be ready and prepared for other staff to conduct and/or that can be conducted by a substitute.

- c. Request for capital reserve line to save for future expenditures. Quentin suggests Diane take a look as he thinks perhaps we have already done this. Generally, Trustees are in favor of a reserve if one is not already in place.
- d. Discussion re: partnering with Central NH Chamber of Commerce to bring Ty Gagne for a book program. The trustees agree that it doesn't fit with our projected use of the building at this time.
- e. Authorize the Treasurer to combine the Northway Bank Trustee's operating account and the Northway Bank General Operating account into one account. Close 443, keep 568. Bridget made a motion seconded by Amey and all in favor.
- f. Authorize the Treasurer to close NH Public Deposit Investment Pool Account and deposit the funds into the Trustee's operating account (568). Quentin recommends cashing it in and all agree.
- g. Quentin requests authorization to manage CD's. Bridget makes a motion to grant the authorization, seconded by Amey and all in favor.

V. New Business

- a. Winnie needs to be away for our next meeting, scheduled for October 15. We will reschedule for Tuesday the 20th at 4:00.
- b. Diane noted that the budget committee will want to meet and requests a trustee to attend. Quentin and Winnie volunteered.

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

Meeting adjourned at 5:40 pm

Respectfully submitted,
Bridget Powers