

Pease Public Library Board of Trustees, Minutes of February 20, 2020 meeting, 4 p.m.

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

1. The minutes of the Dec. 19, 2019 Board of Trustees meeting were approved as distributed. (Quentin moved, Amey seconded)

2. Diane received a request for use of the Community Room for shooting a commercial for Woodsville Guaranty Savings Bank. They need the room for a couple of days and will pay the appropriate fees. The Trustees felt that such use was justified and look forward to seeing the library location in the finished commercial!

3. Financial reports – Quentin stated that the budget was doing well. Trustee income is about \$6,000 more than projected at this point while expenses are only \$1,000 over projection.

4. Director's report -- Diane reported that she hasn't yet received the town portion of the library's numbers. She also reported on plans to honor a long-time volunteer, Ann Verow, who will be leaving.

A number of good gifts and donations have come in:

In December: \$500 donation (general – given by M.K.), \$2,500 (donated by CCI), \$40 (donated by D.D.), \$39 in Conscience Can donations, and additional donations of \$3.82 for a December total of \$3082.82

In January: \$4,832.23 from the George V. Durgin Trust Monies, \$51 (donated by D.L.), \$38 from Conscience Can, and \$41 in additional donations for a January total of \$4962.23.

Quentin moved and Bridget seconded that all of these gifts and donations be accepted. The motion passed unanimously.

Diane reported that many vacations are being scheduled. She also reported on upcoming programs: The Woman Who Dares, a NH Humanities program on March 23rd; Watching the Lights Go Out on April 22nd, and a YLLA-sponsored program on RedLine Hiking in the White Mountains on May 13th.

The library elevator has been inspected. The YLLA has offered help with some additional money. Diane suggested some carpet replacement and/or additional painting. Trustees deferred to Diane's judgment as to what might be done.

Diane reported that our insurance claim for the server damaged in the October 16-17, 2019 storm is being honored by Primex. They have issued a check for \$4250 with another amount to be issued after the installation of a new server. Based on projected costs, the insurance payments will cover a large portion of the replacement.

The library has received a refund from LinkedIn after withdrawing from that service based on advice from the ALA as to how it might compromise patron privacy.

Action Items:

- A. Another signature in addition to Winnie's is needed for the NH Public Deposit Investment Pool. It was agreed that Quentin would be the logical person to provide that signature.
- B. Training for staff and interested Trustees will take place on Wednesday, March 25, at 8:30 a.m. Trustees agreed to a delayed opening of 11 a.m. that day to allow staff time to ask questions and process the information received.
- C. Diane suggested possible revision of Community Room policy based on their experience with staff from a recent political campaign. There can't be exterior signage to advertise events in the Community Room, and that room has access to the adjacent kitchen but cannot take over the downstairs lobby area. Trustees agreed to defer to Diane and staff as to what would make sensible wording on a revised policy.
- D. The fire department has given new occupancy numbers for the Community Room: 70 people with tables and chairs or 95 people with chairs only. (Currently our policy allows for 50 people)
- E. Diane would like to raise the price of print color copies to a dollar per copy and of 8 by 17 copies to a dollar as well. Trustees agreed.
- F. Diane will find out more about a request to put a NEST camera on the outside of the building.

At 4:50 p.m. Quentin moved and Bridget seconded to go into nonpublic (closed) session according to RSA 91-A:3,II for discussion of personnel issues. All the Trustees voted "Aye."

At 5:35 p.m. Bridget moved and Quentin seconded to seal the notes/minutes from the nonpublic (closed) session of the Pease Public Library Board of Trustees meeting on February 20, 2020. All of the Trustees voted in the affirmative to seal the notes/minutes.

Joan moved and Amey seconded that the Trustees return to public session. All voted in the affirmative. Trustees returned to public session at 5:40 p.m.

The next meeting will be on Thursday, March 19, 2020 at 4 p.m.

Respectfully submitted,

Joan Bowers