

Pease Public Library, Board of Trustees, Minutes of October 17, 2019, 4 p.m.

Present: Winnie Hohlt, Quentin Blaine, Joan Bowers, Bridget Powers, Amey Bailey, Diane Lynch (Director). Visitors: Katherine Luehrs, visiting observer from a PRHS civics class, and Bill Kietzman, interested member of the public.

1. The minutes of the September 19, 2019 meeting were approved as distributed. [Quentin moved and Bridget seconded] There was no correspondence to report. A visitor stated that the library was doing a great job!

2. Financial reports – Quentin reported on the trustee budget. Income for the previous month did not meet expenses, but that was expected and the deficit was within norms. The new chairs given by the YLLA are now in use in the library. When asked by a visitor, Quentin explained that the library is not a department of the town but that the town supplies approximately 90% of the budget.

3. Director's report – Diane reported that in the past month the library has received \$66.50 in donations and \$42.40 from the Conscience Can. Trustees voted to accept those funds. [Winnie moved, and Quentin seconded]

Diane reported that new van routes are being worked out for inter-library loans between/among state libraries. IL loans may go down slightly as the kinks get worked out with the new routes.

Downloadable books and wifi usage remain strong as does overall circulation of library items. There has also been a good people count.

Staff members are working extra shifts to cover the missing tech librarian slot which has not yet been filled. Diane would like to see more applicants to be sure of making the hire a good fit.

Ben Kilham's program on black bears was very popular and well attended with 61 in the audience. Children's programming has also been going well and they are looking forward to further collaboration with the Rey Center.

Diane reports that she is looking for an insured painter to do some interior painting.

Some of the book stacks have had to be reinforced because of the weight of the books. Ballasts and light bulbs also need to be replaced in some of the side lighting.

The library has been given materials on climate change by the Pemi Climate Emergency Coalition and will be partnering with them in various ways.

Libraries are being approached by those organizing for the 2020 census for help with the public in filling in online responses to the census. Diane will know more about census impacts on the library as the time gets closer.

In terms of upcoming programming, Attorney Albert Scherr will discuss “Do You Know Where Your DNA Is” on November 6<sup>th</sup>. Library staff person Becky White will be leading three programs on family archiving.

Parking lot signs have been ordered, and Northway bank has agreed to pay for half of the costs. The new signs, at a better height and with clearer printing, should help in deterring students from parking in the library/bank lot.

#### 4. Action items –

The keys to a safety deposit box (last accessed in 1997) have been lost for some time. Winnie will check with YLLA members since the box may have held YLLA/Historical Society materials.

Diane would like to change the town budget line item name from Equipment, Maintenance and Repair to Building Maintenance and Repair. Joan moved the change, and Quentin seconded. The motion passed.

Diane then asked to raise the line item request for the Building Maintenance and Repair line in next year’s budget from \$7,000 to \$10,000 as a move toward eventually being able to have funds for a “rainy day” emergency or repairs that need to be done. Winnie moved the change requested, and Quentin seconded the motion. The motion passed unanimously with the understanding that the trustees will look toward developing longer-range capital plans for repair/maintenance in future budgets.

The next meeting will be Thursday, November 21, 2019

Respectfully submitted,

Joan Bowers, Secretary