

PPL Trustee Meeting  
August 20, 2020

**I. Call to Order**

- a. Attending: Diane Lynch, Winnie Hohlt, Quentin Blaine, Charlene Whitman  
The meeting officially began at 4:05
- b. Minutes from 7/16/2020 were reviewed. Quentin moved to accept, seconded by Charlene and all in favor with no changes.
- c. Correspondence: Note from Jeanne Johnson thanking us for maintaining salary for those who continued to work during pandemic.

**II. Reports**

- a. Financial: Quentin-Durgin Trust's ongoing contribution to library is noted as a wonderful gift... Brother just passed.  
Added in legal expense line since he pays a bill and feels he should keep track.  
810 line at the end of year not resolved \$5000 left and subtract \$500 for expansion but then other things that properly belonged in the budget so down to \$57.  
Town wants to know if we can give them their reimbursement. Diane feels that this is an unusual year. We had no layoffs or furloughs and she is thankful to Town Hall for that. Because they didn't get any reimbursements from FEMA or Parks & Rec. Quentin's suggestion was \$2000 to put down the 810 line to \$10,000. Quentin, "Reduce June 30th 810 line to \$10K." He will cut a check to the town for \$2K.
- b. Director's report:
  - i. Circulation: Physical Collection for July was 1241 (curbside). Good showing considering. Downloadables increased to 841, from 700s during lockdown. Winnie noted so proud of Diane & Staff and the job they've done keeping things available during this time.
  - ii. Personnel: Non-Public session at 4:23, ended at 4:55 Minutes logged on appropriate form.
  - iii. Programming: Several (3) Zoom sessions coming up, Diane listed them off.
  - iv. Maintenance: HVAC repairs done (3 calls, paid for 2). Flooding down in downstairs-hot water heater had a valve let go and PFD was called and insurance claim has been made that will pay for carpet cleaning and drywall repair. New water heater purchased by Library. Used the town/library credit card and hit limit. Town Hall covered the balance. Locks added to some more rooms (?)

**III. Action Items:**

- a. Bought a Zoom license (\$549 for the year, includes the Webinars). Tested sharing with Historical Society by being host and sharing/making a co-host. Realization that preparing for a Zoom session/programming isn't any less work than an in-person session.  
Historical Society interested in sharing another Zoom with library. Diane happy to do that, however she would like to see them take this on on their own, eventually, as it is a big time commitment from her. Winnie suggested that we tell the Historical Society that

the library cannot commit to doing this in the future. Happy to share the license, but not set up the programming for them. Just like if they were using the library to host a program, they would be on their own to set up, provide refreshments. Scheduling programs between the 2 organizations could be difficult. Also, could add hosts onto our license for an additional amount. Diane concerned that if we do it for the Historical Society, other organizations may want to do the same. Quentin asks that we give it a try and see what happens. Winnie worried about the potential of a large burden for the staff for helping with Zoom for other organizations. Other option is other organizations simply pay the \$14.99/month fee to host their own Zoom programming, so we don't have to dedicate staffing to help out with this programming. Quention makes a motion to not allow our Zoom license sharing with other organizations due to the time commitment needed by library staff. All in favor-YES

- b. Open more hours after Labor Day-pending no big COVID breakout. Possibly Saturday 10-1 and one evening. Simply looking for the option, if Diane decides to go ahead with that. All in favor-YES
- c. Closed Labor Day-YES
- d. 810 Line Item-(Discussed above)-YES

#### **V. New Business**

- a. Need a line item for Propane-about \$600
- b. Want to separate out lines for office supplies and cleaning supplies
- c. Haven't heard anything from town on budgets. Diane beginning to work on it, regardless

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

Meeting adjourned at 5:35 pm

Respectfully submitted,  
Charlene Whitman