

Pease Public Library Board of Trustees

Date: August 18, 2022, 4:00pm-

**I. Call to Order @ 4:02**

- a. Diane, Quentin, Ann, Charlene, & Doug (via Zoom) introduction of guests, approval of agenda-YES...Motion-Ann, 2nd-Quentin, All in favor
- b. Correspondence- Melanie Hibbert-thank you/recognition of Children's Librarian and from Nicole (Children's Librarian)-Tacos members' idea to encourage people sign up for a library card, Becky-Draft of special collections procedure Turmelle NH Room name change to Rosalie Downing and Elsa Room

**II. Reports**

- a. Financial (see statements)
- b. Director's Report-Diane
  - i. Circulation Statistics- UP! Doug would like some clarification as to what these circulation numbers mean, ie are these good numbers?
  - ii. Personnel –
    - 1. Non-public NA
  - iii. Programming – Summer Reading has been successful
    - 1. Fall programming is set through December
  - iv. Maintenance –
    - 1. One HVAC unit needed replacing during the July heatwave. We replaced it.
    - 2. We obtained a quote for parking lot repair-Northway Bank will pay 50% of the cost of the work
    - 3. We obtained a quote for carpet replacement in the Children's area
    - 4. It appears that the roof tape project will begin at the end of September

**III. Action Items: those needing motions and vote**

- a. **Will the Trustees accept the \$52 given in donations and \$56 given through the conscience can? YES...**Motion-Ann, 2nd-Quentin, All in favor  
→*Doug-Motion to accept all Action Items at once ('b'- 'g'), 2nd-Quentin, All in favor*
- b. **Will the Trustees accept \$4,270.86 given through the George V. Durgin Trust? YES**
- c. **Will the Trustees permit PBTv to post signage outside the studio area publicizing its sponsors? YES (but can we see a sample? Size, etc...contingent upon approval of the visual and that the sponsors are appropriate for the library)**
- d. **Will the Trustees vote to purchase a new Keurig coffee maker for public use at the library? YES**
- e. **Will the Trustees authorize payment for the HVAC unit in the amount of \$4,489.52? YES**

- f. **Do the Trustees vote to accept CAP Paving's quote for parking lot repair in the amount of \$4,400? YES**
  - g. **Do the Trustees vote to accept Northway Bank's offer to pay for 50% of the cost of the parking lot repair, not to exceed \$4,125, minus the line striping? YES**
- IV. New Business-**
  - a. Ann-from PB/CIP Meeting, clarified that PSU was asking if Pease has a generator so the Child Development Center could use the library as an emergency shelter (we would be the back up to their initial plan). Diane spoke to Steve Temperino PSU PD and Scott Weden Plymouth EMD...it is a work in progress, writing up details, Scott said we are in the pipeline to get the generator through a grant
- V. Summary List** of decisions made, directives and actions to be completed with deadlines
  - a. Next month, we should review next 4 policies (#s 5-8), since we didn't do any this month
- VI. Announcements-**
- VII. Next Meeting Date:** Sept 15, 2022 @4:00 pm
- VIII. Adjournment-** 4:57 Charlene-Motion to adjourn, Ann-2nd