

Pease Public Library Board of Trustees

Date: February 21, 2024 4:00pm

I. Call to Order

- a. Roll call-Quentin, Becky, Scott, James, Joyce, Charlene, & Ann in attendance
- b. Approval of [agenda](#)-YES...**Motion-Joyce, 2nd-Quentin, All in favor**
- c. Accept the [minutes](#) from the January meeting-YES...**Motion-James, 2nd-Charlene, All in favor**
- d. Public Comment-None, no public in attendance

II. Reports

- a. Financial (see [Feb. Budget Report](#))-Quentin
 - i. Should be complete, as opposed to last one
 - ii. Give Dylan (bookkeeper at Cindy's office) direct access to the budget report, and a list of expenses from Becky at the end of each month
 - iii. Joyce-would like to apply for a CC at Northway, in Becky's name, then cancel all other ones that are out there & open in other people's names
 - iv. Thank you, Quentin, for stepping up to help us when Doug left
- b. [Director's Report](#)-Becky
 - i. Circulation Statistics-
 - ii. Programming – Going Well
 - iii. Maintenance – Carpeting in March, will know more when order arrives, Prep cheapest [painting quote](#), new email provider-Zoho
 - iv. YLLA Open House reception on 4/9, 4:00-6:00, part of National Library Week
 - v. Staff Meeting on 2/29
 - vi. Personnel – N/A

III. Action Items: those needing motions and vote

- a. **Will the Trustees vote to accept \$7031.66 in donations?**
YES...**Motion-James, 2nd-Joyce, All in favor**
- b. **Will the Trustees vote to approve the quote from PREP in the amount of \$4,890?** YES...**Motion-Joyce, 2nd-Charlene, All in favor**

IV. New Business-

- a. Building Locks/Security System

- i. Ann's idea-Electronics Room door, a new lock & keyed differently, as opposed to electric. Would have a paper to fill out if they borrow that key, accountable for a new lock if they don't return it. Too expensive to electrically wire it. This room gets used frequently. Possibly same system for Community Room.
 - ii. Harvey quote is \$750 (no remote access to change the code) for the library, \$7000 (?) to include the electronics room w/remote access
 - iii. Ann would like to talk to Harvey when he comes in for the alarm system
 - b. Abby Batchelder will be Write-In Candidate for new Trustee
- V. Becky officially our new Director as of yesterday
- VI. **Next Meeting Date:** March 20, 2024 @ 4:00
- VII. **Adjournment** @4:30