

Pease Public Library Board of Trustees

Date: March 16, 2023, 4:00pm-

I. Call to Order

- a. Roll call (Doug, Joyce, Ann, Charlene, Scott, Becky, Diane), introduction of guests, approval of agenda-Scott Weden, Town Manager, WELCOME NEW TRUSTEES, Joyce Weston and James Koren (via Zoom).
- b. Minutes of February Meeting Accepted...**YES**...*Motion-Charlene, 2nd-Ann, All in favor*
- c. Correspondence-
- d. Public Comment (as allowed by Chair)

II. Reports

- a. Financial (see statements)-Doug, not a significant loss as budget predicted
 - i. Town Budget-pretty much on target. 31%...Scott says that's ok, even after HVAC
- b. Director's Report-
 - i. Circulation Statistics- 4,214
 - ii. Personnel –
 1. Add a salary range to the job posting...\$30-\$32, contingent upon experience...Becky will add this to the job posting
 2. Scott suggests when we bring people in for an interview, have them bring paperwork regarding their salary requests
 3. Scott will be part of the final interview team for new Director, as well as some staff
 - iii. Programming – Plentiful & Successful
 - iv. Maintenance – HVAC system FIXED (temporary fix), future investment needed for full unit replacement...Denron working on a quote, not likely to be inexpensive. Scott says can be added to CIP for next year
 - v. Town Meeting-All library articles passed

III. Action Items: those needing motions and vote

- a. **Will the library Trustees vote to approve \$725 for staff to attend NHLA Conference at Mills Falls? YES**...*Motion-Doug, 2nd-Ann, all in favor*
- b. **Will the library Trustees vote to accept donated funds \$469? YES**... *Motion-Doug, 2nd-Ann...all in favor*
- c. **Will the library Trustees accept the following as true, until June? YES**...*Motion-Charlene, 2nd-James, All in favor*
 - i. Doug Grant resigns as chair
 - ii. Ann Petrou is elected as chair
 - iii. Doug Grant is elected Treasurer.
- d. **Will the library Trustees consider non-administrative library staff for membership on the director search committee? YES**...*Motion-Ann , 2nd-Doug, All in favor (with below comments/contingencies)*

- i. re: letter sent to Trustees from a non-administrative staff member requesting this
- ii. Discretion must be used by whomever is allowed on this committee, as there is lots of privacy concerns.
- iii. Choose a veteran staff member, they have input and help interview, but do not vote
- e. **Will the library Trustees vote to meet on a different day and/or time than they currently do? YES...Motion-Ann , 2nd-Charlene , All in favor**
 - i. If yes, what is the day and time? **3rd Wednesday of the month @ 4:00**

IV. New Business-

a. International Calls being made

- i. 20+ hours of International Calls have been found to be made from the Library during the month of February, starting on 2/19...\$3100-Syria, Gambia, Nicaragua, and other countries from 1AM-4AM, from all 3 main phone lines, as well as PBTv line, which is unusual
- ii. Phone company will do a tech report to find out how they are getting into the system and also will check the security footage to make sure no one is coming into the building
- iii. Turned over to PD b/c it is a “theft of services”
- iv. International calling has been turned off in the meantime
- v. We ARE obligated to pay this bill

b. Alternates to Board

- i. Ann would like some alternates (Quentin & Amey) so we have back ups. Ann will touch base with them and also with Josie in Town Hall

V. Summary List of decisions made, directives and actions to be completed with deadlines

- a. Charlene will print the Certificate of Votes for new treasurer and sign off on it

VI. Next Meeting Date: **April 19, 2023 @4:00 pm in the Young Ladies’ Room**

VII. Adjournment @ 5:00