

March 17, 2022

Notes taken by Charlene Whitman

**I. Call to Order-Winnie, at 4:05**

- a. In attendance were Doug, Winnie, Ann, Charlene, Diane, & Quentin (via Zoom)
- b. Correspondence-None
- c. Public comment (as allowed by chair)-None

**II. Reports**

**a. Financial-Quentin (see statements)**

- i. Changed report to separate grant and expenses
- ii. Doug-Suggestions/questions for fiscal document
  - 1. Include prior fiscal year budget
  - 2. Grant info into 2 columns so you can easily compare
  - 3. Suggestion-in the future (2023 budget) budget surplus from NH charitable donations should not go in as simple income, because it will show up as a significant deficit in subsequent years when there is no donation (if I understood that correctly?)

**b. Accept last month's minutes-Winnie entertained the motion, Quentin made motion, Ann seconded**

**c. Director's Report-Diane**

- i. Circulation Statistics (see report)
- ii. Programming (see report)
- iii. Maintenance (see report)
- iv. Follow-Up discussion regarding the previous financial issue brought to Diane's attention from the town re: fundraising. Documents that have been found will be sent over to the town to support the Library's financial status-letter from Winnie, etc. Diane will state she has spoken to Quentin and the Board
- v. Non-Public Session-Ann made motion to enter non-public. Quentin seconded, and all in favor by roll Call @ 4:37. Winnie made motion to seal the minutes. Ann seconded, and all in favor by roll Call @ 4:42. Quentin made motion to seal. Winnie seconded

**III. Action Items**

- a. **Will the Trustees accept the \$91 in Conscience can donations, the \$2010 in regular donations, and the \$250 in NH Humanities grant monies for a total of \$2351? YES...**Motion-Doug, Seconded-Ann, all in favor
- b. **Will the Trustees vote to adopt a masks recommended policy at the library? YES...**Motion-Doug, moved, Seconded-Quentin, all in favor
- c. **Will the Trustees vote to allow PPL to be a drop-off location for Project Linus? NO...**Motion-Charlene, Seconded-Winnie, all in favor. Trustees suggest Project Linus rep, Claudia Tracy, try Whole Village. Diane will suggest this to her.

- d. **Will the Trustees vote to begin drafting bylaws for themselves for the next meeting? YES...**Motion-Charlene, Seconded-Ann, all in favor. Doug offers to take the lead, but will accept help as he has limited experience at Pease. Ann willing to help do research.
- e. **Will the Trustees vote “to combine the funds in the two Certificates of Deposit at Northway Bank (CD# xx469 and CD# xx721) into a single Certificate of Deposit at Northway Bank for a three-year term? The change is to be completed when CD#721 matures (on or about March 30, 2022). Will the Trustees agree that the signers on the new account shall be the Board Chair and Board Treasurer, currently Winifred Hohlt and Quentin Blaine? (only one signature will be required to take action on the account)” YES...**Motion-Quentin, Seconded-Ann, all in favor
- f. **By voting in the affirmative, the Trustees agree that Winifred Hohlt and Quentin Blaine are authorized to take all actions necessary to complete account transactions? YES...**Motion-Ann, Seconded-Quentin, all in favor
- g. **Do the Trustees vote to remove Joan Bowers name as signer on the current CDs because she is no longer a member of the PPL Board of Trustees? YES...**Motion-Quentin, Seconded-Ann, all in favor

**IV. Old or Unfinished Business-**None

**V. New Business-**None

**VI. Announcements-**None

**VII. Next Meeting Date:** April 21, 2022 @ 4:00PM

**VIII. Adjournment:** Motion to close meeting-Winnie, Seconded-Ann, all in favor. Adjourned at 5:02.