

Pease Public Library Board of Trustees

Date: June 16, 2022, 4:00pm

I. Call to Order @ 4:10

- a. Roll call, Doug, Quentin, Ann, Charlene, Diane
- b. Quentin nominated Doug to be chair for the meeting. 2nd by Ann. All in favor.

II. Reports

- a. Financial-Quentin (see statements).
 - i. Will work on sorting the chart of accounts better until Cindy starts doing it
 - ii. Will need to drop off paperwork monthly and pick up checks to Cindy. Starting July 1.
- b. Director's Report-Diane
 - i. Circulation Statistics-gone down again. Other librarians seeing the same. Plymouth not seeing the same trends here as the rest of the country
 - ii. Programming – Summer Reading for Kids, sign-ups begin 6/13, it starts 7/5

III. Action Items: those needing motions and vote

- a. **Will the Trustees accept the \$35 given in donations? YES...**Motion-Quentin, 2nd-Doug (for a,b,&c)
- b. **Will the Trustees accept the proposal from PREP for exterior painting for \$15,600? YES**
- c. **Will the trustees accept the proposal from Newfound Cleaning for window Cleaning for \$1635? YES**
- d. **Will the Trustees accept the proposal from Donahue Electric for the roof tape project for \$4445? NO...**Motion-Charlene, 2nd-Anne
- e. **Will the Trustees accept the proposal from Brian Weeks Electric for the roof tape project for \$3900? YES...**Motion-Charlene, 2nd-Anne
- f. **Will the Trustees accept the proposal from Creativebug/Jo-Ann Stores for the new database expense of \$500? YES...**Motion-Charlene, 2nd-Quentin
- g. **Will the Trustees vote to encumber funds from this FY 21-22 for use in the next FY 22-23 in the amount of \$22,580.99 ? (See Encumbrance proposal sheet for breakdown) YES...**Motion-Quentin, 2nd-Ann
- h. **Will the Trustees vote to elect a slate of new officers for Chair, Secretary, Treasurer, for the upcoming year? YES...**Motion-Quentin, 2nd-Ann
 - i. Doug-Chair
 - ii. Charlene-Secretary
 - iii. Quentin-Treasurer
- i. **Will the Trustees vote to accept the bylaws as presented? YES...** Motion-Ann, 2nd-Quentin

IV. New Business-

- V. Summary List** of decisions made, directives and actions to be completed with deadlines
- a. Doug requests that the trustees look over all the policies on the website for edits/updates. The Board decides to look at 4 per month, so the first 4 policies for July
 - b. Signed Purchase Orders
 - c. Updated Library Trustees Association Members list for dues
 - d. Should we, Trustees, get new Trustees email accounts, and no longer use personal email?
- VI. Announcements-**
- VII. Next Meeting Date:** July 21, 2022 @4:00 pm
- VIII. Adjournment-**Motion to adjourn at 5:25

