

## Pease Public Library Board of Trustees

Date: June 19, 2024 4:00pm-

### I. Call to Order 4:06

- a. Roll call (James, Anne, Charlene, Becky) approval of agenda?  
**YES...Motion-James, 2nd-Anne, All in favor**
- b. Accept the minutes from the May meeting
- c. Public Comment-N/A

### II. Reports

- a. Financial (see statements from James)
  - i. No need to copy the numbers from the bookkeeper into an Excel Spreadsheet. He (James) will cross check numbers from accountant vs. bank statement
- b. Director's Report-
  - i. Circulation Statistics- 4588 total
  - ii. Programming – SRP registration is live
  - iii. Maintenance – HVAC and Parking Lot
  - iv. Personnel – Tech/Reference Librarian job posting (5 applicants, deadline Monday 6/24)

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

- a. **Will the Trustees vote to accept \$14 in donations?** YES...Motion-James, 2nd-Charlene, All in favor
- b. **Will the Trustees adopt the Document Retention Policy?** YES...Motion-Charlene, 2nd-James, All in favor
- c. **Will the Trustees vote to elect the following slate of officers?** YES...Motion-James, 2nd-Charlene, All in favor
  - i. Ann – President
  - ii. Charlene – Secretary
  - iii. Jim – Treasurer

### IV. New Business-

- a. NHLTA Conference seemed alot like last year's

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

- a. Becky-Renew applications to NHLTA (due July 1)
- b. James-Can also sign checks from the accountant 2-3x/month

### VI. Announcements-

### VII. Next Meeting Date: July 17, 2024 @ 4:00 pm.

### VIII. Adjournment @4:39? YES...Motion-James, 2nd-Charlene, All in favor