

## Pease Public Library Board of Trustees

Date: July 21, 2022, 4:00pm

### **I. Call to Order @ 4:09**

- a. Roll call-Doug, Ann, Charlene, Diane, & Quentin.
- b. June Minutes Accepted: Motion-Quentin, 2nd-Ann, All in favor

### **II. Reports**

- a. Financial-Quentin (see statements)
  - i. Concern-\$14K deficit on page 2 when all figures plugged into spreadsheet. How to handle this-work on it line by line, a little at a time?
  - ii. Quentin and Diane will meet to look at it together
  - iii. Diane-re: Town Money-\$25K remaining in our budget, but they still had another week to tally in the fiscal year. Looks like we'll have \$8-\$9K to hand back to them
- b. Director's Report-Diane
  - i. Circulation Statistics
  - ii. Personnel – New Personnel Manual from Town, will also be used as Pease Personnel Manual
    - 1. Includes Library RSAs (top of Page 2)
    - 2. Board will look over the Manual and give feedback
  - iii. Programming – Summer Reading is in full swing!
  - iv. Maintenance – Painting is done. Window washing is done

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

- a. **Will the Trustees accept the \$14 given in donations? YES...**Motion-Ann, 2nd-Quentin, All in favor
- b. **Will the Trustees accept the revised Fines and Fees Policy as presented? YES. .**Motion-Ann, 2nd-Quentin, All in favor
- c. **Will the Trustees accept the revised Circulation Policy as presented? YES...**Motion-Charlene, 2nd-Quentin, All in favor
- d. **Will the Trustees accept the revised Registration policies for Adults, Juveniles, Non-residents and PSU students as presented? YES. .**Motion-Quentin, 2nd-Ann, All in favor
- e. **Do the Trustees wish to establish a BOS Liaison? NO. .**None in favor

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

- a. Board will look over the new Personnel Manual from Town. Questions-Is the library town property?
- b. Diane & Quentin will meet to look over the budget for potential adjustments to address deficit

- c. Representative of the Library Board of Trustees will attend Selectboard meetings (1st & 3rd of each month @5:00) with Diane, when applicable
- d. Hold off on deciding about joining potential town Facebook page to see what the department heads decide

**V. New Business**

- a. Lots of libraries are looking for help. We are very fortunate
- b. Diane called police re: camera shows man at about 2AM taking the bunting down and curled up and slept in it until 8AM. No laws broken, PD will warn him to stop

**VI. Next Meeting Date:** August 18, 2022 @4:00 pm

**VII. Adjournment @ 5:37...**Motion-Ann, 2nd-Ann, All in favor