

PPL Trustee Meeting  
July 16, 2020

Attending: Diane Lynch, Winnie Hohlt, Bridget Powers, Quentin Blaine  
The meeting officially began at 4:03.

Minutes from 6/18/2020 were reviewed. Bridget moved to accept, seconded by Winnie and all in favor.

Financial: Diane noted that she expects some money from YLLA to cover plexiglass, aprons and other protective products, however, the trustees has covered those expenses in the meantime from the 810 line. Quentin provided a draft of next year's budget for discussion. We ended this year's budget in good shape. Diane reported on variable that have affected the budget and how she has adjusted along the way to accommodate. She described it as a balancing act. Overall, the budget has a surplus of about 5000. Diane has ordered supplies to block off various areas of the library for opening that will come from that surplus (approx \$600). An additional \$100 will be used for paper bags for curbside in lieu of plastic bags. The remainder of the surplus will be returned to the town (i.e., 810 and other budget lines).

Diane reviewed the Director's report:

Although staff are anxious about re-opening to the public, they are willing to begin with three afternoons (half days). They are interested to hear what the trustee have to say about masks. If masks are required, Diane's concern is what will happen when a staff person needs to enforce a mask policy. The trustees recommend soliciting advice from Tom Morrison. The trustees agree that the policy should be to require masks for admittance to the library. Bridget made motion to enact a policy that requires mask use in the library, it was seconded by Quentin, with all in favor.

Diane reports that all is moving forward regarding preparation for re-opening if possible on August 3, which is aligned with the town's "opening." Winne made a motion to agree on that date contingent upon preparations being complete as determined by Diane, seconded by Bridget with all in favor. One additional plexiglass barrier that is needed is on order. Staff will man the door to count patrons coming and going with a maximum of 15. Advanced Lock and Alarms are going to visit to see about locking various rooms to prohibit access. The trustees agree that a very slow and careful opening is the appropriate approach. Quentin made a motion to approve the proposed policy for the NH Room, seconded by Bridget and all were in favor. This policy pertains to Covid and is not intended to be permanent. Diane suggests that materials removed from shelves for browsing should be sanitized before reshelving.

Discussion about Community of Caring Flag collaboration with The Museum of the White Mountains. The trustees support participation in the program as Diane sees fit.

There is a little bit of (moisture?) damage near the book drop that Diane would like to repair. The trustees agree it's better to be proactive.

Winnie noted and the remainder of trustees agree that Diane has done a wonderful job during the pandemic, with wise advancement toward re-opening, and has demonstrated excellent leadership for staff. The trustees thank Diane for her fine work.

Bridget motioned to adjourn, seconded by Quentil and all in favor.

Meeting adjourned at 5:23 pm

Respectfully submitted,  
Bridget Powers