

Pease Public Library Board of Trustees

Meeting Minutes for 8/16/2023

Date: August 16, 2023, 4:00pm

I. Call to Order @ 4:07

- a. Roll call-Scott, Joyce, Charlene, James, Ann, Rebecca, Becky
 - i. introduction of guests-N/A
- b. Accept the minutes from the July meeting? **YES...Motion-James, Second-Joyce, All in favor**
- c. Public Comment (as allowed by Chair)-N/A

II. Reports

- a. Financial -Quentin
 - i. No report from CMD, Quentin now signer on accounts
 - ii. Ann-Have had no report since Doug left
- b. Director's Report-
 - i. Circulation Statistics- 5711
 - ii. Personnel – Non-public session required
 - iii. Programming – NH Humanities moving forward, SRP
 - iv. Maintenance – HVAC in Children's Room will be replaced, in CIP budget for 2024-25, residential or commercial system?
 - v. Nicole would like to show Lord of the Rings on a Friday night, for YA
 - vi. Potential need for a wooden table near computers, currently a plastic table with a tablecloth. Quentin-there is a line item in the Trustees budget for Library furniture (Rebecca will start checking Flip 'n Furniture or ReStore for something used)

III. Action Items: those needing motions and vote

- a. **Will the library Trustees vote to accept donated funds in the amount of \$210.49, \$4681.09 in Durgin Trust funds and \$3389.00 in YLLA funds for a total of \$8280.58? YES...Motion-James, Second-Joyce, All in favor**
- b. **Will the Trustees accept the funds of \$1000 from the ALA NEH Great Stories Club grant? YES/NO...Motion-Charlene, Second-James, All in favor**

IV. New Business-

- a. Ann-Can we/when can we switch from handing out keys to a more secure system, such as digital code? Quentin agrees-Maybe we could change the code whenever there's a single use of the room after hours

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

- a. Quentin-Ask CMD about our financial reports
- b. Quentin-Need to switch Library credit cards from Diane to Rebecca-Quentin needs to find the 2 credit cards (1 in Diane's, 1 Accounts payable). He will check with Northway Bank to find out and do this soon

VI. Announcements-N/A

VII. Next Meeting Date: September 20, 2023 @4:00 pm.

VIII. Adjournment @ YES...*Motion-Joyce, Second-James, All in fave*