

Pease Public Library Board of Trustees

Date: September 20, 2023 4:00pm

**I. Call to Order-4:02**

- a. Roll call-*Joyce, Ann, Charlene, Becky, Quentin, & Rebecca*
- b. Accept the minutes from the August meeting. **YES/NO...***Motion-Joyce, Second-Quentin, All in favor*
- c. Public Comment (as allowed by Chair)

**II. Reports**

- a. Financial (see statements)-*Quentin*
  - i. Trustees Budget-
    1. Town requested return of Diane's CC, then gave one to Becky, and asked that be returned as well. Issued a card to Rebecca from a different bank (MVSb). Town will pay it out of town budget, so this will affect the Trustees budget and procedures. A. Bear wasn't aware we pay it out of our Trustees' budget.
    2. This CC not typically used for much...Rebecca hasn't even used it yet, would rather invoice.
    3. Trustees' CC is used for programming supplies, PD that we may pay for
  - ii. Quentin will need to put together a report for the town by the end of the year, due to Town Clerk by Dec. 1st
  - iii. Invoices go over to CMD weekly (Fridays). Need to bring receipts over with statements.
- b. Director's Report (see statements)-Rebecca
  - iv. Circulation Statistics-
  - v. Programming – Diane would like to know how much money is in budget for programming. Quentin will work on this
    1. Looking for someone to host speaker, Damien Costello, for The Black Elk on Monday 10/30
    2. Rebecca met with Historical Society to talk about programming together, and NH Humanities
    3. Short Story and Book Discussions each only got 1 person, hoping it will start going up
    4. October 19-paired up with PSU for a paranormal campus walk
    1. Ann's idea-a tech support sessions for adults
  - vi. Maintenance – still looking for someone to get estimates for new lock system

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

- a. **Will the library Trustees vote to accept the Library of Things waiver?** (Town attorney looked it over w/no concerns )**YES...***Motion-James, Second-Joyce, All in favor*

- b. **Will the library Trustees vote to accept donated funds in the amount of \$526.04? YES/NO...***Motion-Quentin, Second-James, All in favor?*
- c. **Will the library Trustees vote to accept the 2024-2025 budget? YES/NO...***Motion-Charlene, Second-James, All in favor*
- d. **Will the library Trustees vote to accept a 2:00 closing Wednesday, November 22? YES/NO...***Motion-Joyce, Second-James, All in favor*
- e. **Will the Trustees vote to accept full-time staff working 20% of time remotely and part-time staff two hours weekly remotely?** Senior member was offered a lower position at another library for more pay. Instead of offering a raise, can offer other benefits such as this. **New Policy Introduced, Tabled/no vote...** Trustees will take the policy home, look it over, come back to discuss next month
- f. **Will the Trustees vote to accept an additional 24 hours vacation for full-time staff pro-rated for part-time staff starting January 2024?** (Same as above) **YES/NO...***Motion-Joyce, Second-Charlene, All in favor*
- g. **Will the library Trustees vote to accept a 1:00 delayed opening on Thursday, October 19 for DCYF Mandatory Reporting training? YES/NO...***Motion-James, Second-Quentin, All in favor*

**IV. New Business-**

- a. DCYF program at conference-training for Library Staff on Mandatory Reporting, tentatively scheduled for October 19. Would need a delayed opening (1-5 rather than 10-5)
- b. Rebecca wants a vacation the week of Trustees meeting December 20. We will keep the meeting and Becky can stand in
- c. Becky would like to do an "Open House," in lieu of a "Meet the new Director" night. This night could highlight the library, services, programming, etc, and have Diane there.
- d. Becky started a show on PB-TV called "Check it Out."
- e. Ann-is there grant money to fund Hoopla in addition to Libby. Would have to set a daily limit so it doesn't cost too much. Past experience is it costs library a lot of money because library gets charged per check-out

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

- a. Trustees will look over the new Remote Learning/Vacation time description before voting on it next month
- b. Rebecca & Becky will come back with a date, and advertise (including not on social media)

**VI. Non Public Session - Yes**

**VII. Announcements-**

**VIII. Next Meeting Date: October 18, 2023 @4:00 pm.**

**IX. Adjournment**