

LIBRARY TRUSTEES' MEETING

Sept 4, 2020

PRESENT

Kathleen Norton, Martin Isaks, Cindy Jury, Natalie Ducharme. Kathleen Norton called the meeting to order at 5:30 PM.

MINUTES

On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the public meeting minutes for August 17, 2020. On a motion by Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to accept the non-public meeting minutes for August 17, 2020.

TREASURER'S REPORT

The Treasurer's report was tabled until the next meeting

Bills for Consideration

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|--------------------------------|----------|
| NH Library Trustee Association | \$150.00 |
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| Total Bills | \$150.00 |
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On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to pay the bill for a total of \$150.00,

OLD BUSINESS

The first order of Old Business was 2021 Budget

Ms. Ducharme presented the revised budget with figures from town for benefits. The cost which the library can control has a decrease of .45% when compared with the 2020 budget. This includes a part time custodian, increases to operating supplies and maintenance supplies. The protocols pertaining to COVID-19 reflect these necessary increases. However, due to expenses beyond the library's control the budget has 2.09% increase over the 2020 budget. After serious deliberation, they decided to move forward with the budget as proposed. On a motion by Cindy Jury, seconded by Martin Isaks, the Trustees voted unanimously to put forward the 2021 Operating Budget with a bottom line of \$1,615,836. The Trustees reviewed the memo to the Selectmen concerning the 2020 Budget and will send Ms. Ducharme any suggestions. Ms. Ducharme will revise to reflect the changes planned by the Trustees.

The second order of Old Business was COVID-19 cleaning companies

Ms. Ducharme presented 3 companies that handle deep cleaning needed due to COVID-19 exposure. The Trustees recommended the lowest priced company provided the company will give the library a Certificate of Liability Insurance. Ms. Ducharme will follow up with the company and get a Certificate of Liability Insurance.

The third order of Old Business was COVID-19 related expenses

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NEW BUSINESS

The first order of New Business was reopening the Childrens Room

Ms Ducharme is planning to meet with staff and create a plan to open the Childrens Room Monday- Friday from 10:00AM – 1:00 PM. The Trustees expressed support for this next step in the re-opening of the library.

The Second order of New Business was the Brock Trust

Ms. Ducharme received a lengthy report from Brock Trust, included are summaries, disbursements, etc. for 1/1/20-7/31/20. The Trustees discussed this report.

DIRECTOR'S REPORT

The Trustees reviewed the printed report for August

TRUSTEE MATTERS

The Trustees requested that Ms. Ducharme update the Director Job Description.

PUBLIC MATTERS

There were no Public Matters

DATE AND TIME OF NEXT MEETING

The Trustees set the date and time for the next meeting:

-Tuesday October 13th at 5:30PM via Zoom

ADJOURNMENT

On a motion Martin Isaks, seconded by Cindy Jury, the Trustees voted unanimously to adjourn the meeting at 6:27 PM.