

PPL Trustee Meeting

Date: Feb 18, 2021, 4:00pm

**I. Call to Order**

- a. **Attending:** Charlene Whitman, Amey Bailey, Quentin Blaine, Bridget Powers, Winnie Hohlt, Diane Lynch
- b. Approval of minutes from the previous meeting Quentin moved to accept the January 19 minutes with a minor correction (removal of adjournment details inadvertently left from a previous meeting), Charlene seconded and all in favor.
- c. Correspondence- none
- d. Public Comment - none

**II. Reports**

- a. Financial (see statements). Quentin reported a gain this month due to receipt of the Durgin Trust's second check for the year.
- b. Director's Report-
  - i. Circulation Statistics- see director's report.
  - ii. Personnel Quentin moved to enter a non-public session at 4:48 PM, seconded by Charlene and all in favor by roll call vote. Motion to leave non-public session by Quentin and seconded by Winnie by at 5:09 PM. A motion to seal the minutes was made by Quentin and seconded by Bridget and all in favor by roll call vote.
  - iii. Programming – see director's report.
  - iv. Maintenance - see director's report.
  - v. Diane reported that there is almost no money left in the office supply budget.
  - vi. Gifts and Donations came as indicated in the Director's Report. Amey made a motion to accept the donations, seconded by Charlene and all in favor.
  - vii. Diane requests a couple of trustees to walk through the building with Diane to help develop a maintenance plan. Both Winnie and Quentin volunteered to help. Quentin suggests that after a list is developed, other trustees could walk through and make additional comments/suggestions.
  - viii. Discussion about reopening plans, especially in light of the recent uptick of COVID cases. The consensus is to attend to the current numbers. Diane would prefer to make a plan to open and stay open, choosing consistency over opening and closing. Various options and considerations discussed. Limited hours, alternating open and closed for air exchange,

limited number of people in the buildings, etc. Re-opening to be considered at next month's meeting.

- III. **Action Items:** those needing motions and vote
  - a. **Will the Trustees fund the Fiction Series Replacements proposal as described by Diane and Allison's report, in the amount of \$300?** Quentin motioned to approve the funding request, seconded by Amey and all in favor, with our thanks to Allison.
- IV. **Old or unfinished business** -none
- V. **New Business-** the trustees gave praise to Diane and the staff for enhancements made throughout the library, during and despite the pandemic.
- VI. **Summary List** see above
- VII. **Announcements-** none
- VIII. **Next Meeting Date:** Mar. 18, 2021 @4:00 pm
- IX. **Adjournment** Motion to adjourn made by Bridget and seconded by Charlene and all in favor at 5:27PM.

Respectfully submitted,  
Bridget Powers