

## **Pease Public Library, Board of Trustees, Minutes of July 18, 2019 4 p.m.**

Present: Winnie Hohlt, Joan Bowers, Amey Bailey, and Diane Lynch (Director)

1. The minutes of the June 20, 2019 meeting were approved as posted. (Amey moved, Joan seconded)

2. Financial Reports – There were no financial reports for this month as Diane reminded trustees that the new fiscal year had just begun.

3. Director's Report – Diane reported that circulation statistics are up with both print and downloadables. Meeting room use is down a bit, probably because school is out for the summer and tutoring is finished.

Gifts and donations: \$46 in the Conscience Jar and Donations of \$21.40

YLLA gift of chairs, chair dollies, and shipping to the library, worth \$4973.56

YLLA gift of museum pass funds worth \$1,863 (requested in Feb. 2019 and acknowledged in March)

Joan moved to accept all these gifts and donations. Amey seconded. The motion passed unanimously.

Diane reported that the library is now running a full staff with all shifts fully covered.

Shana and Sandy have would like to head up library participation in the Town-wide yard sale on September 7<sup>th</sup>. This will be a small-scale effort, primarily designed to join in a community event.

Programming this summer has been very successful -- including an art reception and yoga for gardeners. There were 620 in total in attendance for children's programs – 425 for Touch-a-Truck.

Diane reported that Steve Jussif of Adel-XT, our IT consultant, has advised that the library needs a couple of hours of monthly maintenance on our server. His cost is \$82 per hour. Diane feels that this will result in savings down the road. She would like to keep the costs to around 2 hours of work per month unless something serious comes up. This would total \$1,968 for the year.

Programming expenses proposed for the fall:

- A. The Bear Man, Ben Kilham – for 9/9 (\$350 plus mileage)
- B. Robbin Levin, EBay selling – for 10/8 (\$150 plus mileage)
- C. Buzz Scherr, Do You Know Where Your DNA IS? – for 11/6 (\$100 plus mileage)

The YLLA is willing to give \$250 toward these expenses. The trustees were very positive about the proposed programs and gave unanimous approval. (Joan moved, Amey seconded)

Diane will have been Director three years in August so reminded trustees that she needs to have a review around that time.

Policies for update and review:

Diane presented updated versions of the library Volunteer Policy itself and of the volunteer agreement form for volunteers (or parent/guardian, as appropriate) to sign.

The volunteer policy includes a section addressing minors as volunteers. It also addresses attire and when background checks are required.

Diane also presented an updated Registration policy. It removes the needs for PRHS teachers to pay for summer library cards. They will be able to have a card for the whole year for free.

For Town of Plymouth employees: one card will be issued to the employee, and family members may use the card.

The 10-book limitation on town business owners and non-profit directors has been removed.

The 10-book limit on preschools has been removed.

The 10-book limit will remain in place for those with temporary cards.

Trustees gave approval to all updated policies as presented. (Amey moved, and Joan seconded)

The next trustees meeting will be on August 15, 2019 at 4 p.m.

Respectfully submitted,

Joan Bowers, Secretary