

Date: April 15, 2021, 4:00pm-

**I. Call to Order**

- a. Roll call, introduction of guests, approval of agenda. In attendance: Charlene Whitman, Quentin Blaine, Winnie Hohlt, Bridget Powers and Amey Bailey. There were no guests.
- b. Approval of minutes from previous meeting (s) Quentin motioned to accept the March 18, 2021 minutes, seconded by Charlene and all in favor.
- c. Correspondence- none
- d. Public Comment - none

**II. Reports**

- a. Financial (see statements). Quentin reported that we are still spending within the budget with expenses slightly less than planned. Diane noted that with about 11 weeks to go in the fiscal year, in the town budget, the library is over in books, maintenance and repair, and subscriptions. Advisory budget committee recommended separating the cleaning contracting budget line to a separate line for greater transparency and they requested removal of the overtime line. Diane took 1000 off the electricity line.

**b. Director's Report-**

- i. Circulation Statistics- Diane reported that print and downloadable numbers are both up. Wireless use is down. Steve J. is due to replace the dead public computer and make an improvement to the wifi at the end of May. The Youth Services Job has been posted on several sites and there has been some response.
- ii. Personnel - Bridget moved to enter a non-public session at 4:20 PM, seconded by Charlene and all in favor by roll call vote. A motion to leave non-public session was made by Quentin and seconded Amey at 4:52 PM. A motion to seal the minutes was made by Quentin and seconded by Amey and all in favor by roll call vote.
- iii. Programming – NA
- iv. Maintenance - Diane explained the request for painting in the parking lot and reviewed their efforts to locate and select a new cleaning contractor. Diane asked Dan Vaughn for a quote for painting the downstairs and also wonders whether the carpet should be replaced. Previously a vendor in Hookset was used and Diane will get a quote. Young Ladies might be willing to help with the painting.

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

- a. Will the Trustees accept the \$4 in donations? YES: Charlene made a motion to accept the \$4, seconded by Quentin and all in favor.

- b. Do the Trustees support the use of Durgin funds to renew the databases discussed? YES
- c. Do the Trustees opt to try to Newfound Cleaners or to stay with our current cleaners?  
YES
- d. Do the Trustees wish to open the meeting rooms for use by the public at this time? No, not at this time. The group discussed various issues: including a legal disclaimer in the meeting room agreement, limiting size of gatherings to afford distancing, creating a new policy prior to opening, cleaning protocol, etc.
- e. Will the Trustees keep the mask requirement in place as currently stated for all staff and visitors to the library building and revisit this decision monthly at scheduled Trustees meetings? YES
- f. Will the Trustees agree to painting the parking lot? YES

**IV. Old or unfinished business**

**V. New Business-**

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

**VII. Announcements-** none

**VIII. Next Meeting Date:** May 20, 2021 @4:00 pm

**IX. Adjournment** Bridget made a motion to adjourn at 5:37PM, seconded by Quentin and all in favor.