

Pease Public Library Board of Trustees

Date: July 21, 2022, 4:00pm

I. Call to Order @ 4:09

- a. Roll call-Doug, Ann, Charlene, Diane, & Quentin.
- b. June Minutes Accepted: Motion-Quentin, 2nd-Ann, All in favor

II. Reports

- a. Financial-Quentin (see statements)
 - i. Concern-\$14K deficit on page 2 when all figures plugged into spreadsheet. How to handle this-work on it line by line, a little at a time?
 - ii. Quentin and Diane will meet to look at it together
 - iii. Diane-re: Town Money-\$25K remaining in our budget, but they still had another week to tally in the fiscal year. Looks like we'll have \$8-\$9K to hand back to them
- b. Director's Report-Diane
 - i. Circulation Statistics
 - ii. Personnel – New Personnel Manual from Town, will also be used as Pease Personnel Manual
 1. Includes Library RSAs (top of Page 2)
 2. Board will look over the Manual and give feedback
 - iii. Programming – Summer Reading is in full swing!
 - iv. Maintenance – Painting is done. Window washing is done

III. Action Items: those needing motions and vote

- a. **Will the Trustees accept the \$14 given in donations? YES...**Motion-Ann, 2nd-Quentin, All in favor
- b. **Will the Trustees accept the revised Fines and Fees Policy as presented? YES. . .**Motion-Ann, 2nd-Quentin, All in favor
- c. **Will the Trustees accept the revised Circulation Policy as presented? YES...**Motion-Charlene, 2nd-Quentin, All in favor
- d. **Will the Trustees accept the revised Registration policies for Adults, Juveniles, Non-residents and PSU students as presented? YES. . .**Motion-Quentin, 2nd-Ann, All in favor
- e. **Do the Trustees wish to establish a BOS Liaison? NO. . .**None in favor

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

- a. Board will look over the new Personnel Manual from Town. Questions-Is the library town property?
- b. Diane & Quentin will meet to look over the budget for potential adjustments to address deficit

- c. Representative of the Library Board of Trustees will attend Selectboard meetings (1st & 3rd of each month @5:00) with Diane, when applicable
 - d. Hold off on deciding about joining potential town Facebook page to see what the department heads decide
- V. New Business**
- a. Lots of libraries are looking for help. We are very fortunate
 - b. Diane called police re: camera shows man at about 2AM taking the bunting down and curled up and slept in it until 8AM. No laws broken, PD will warn him to stop
- VI. Next Meeting Date:** August 18, 2022 @4:00 pm
- VII. Adjournment @ 5:37...**Motion-Ann, 2nd-Ann, All in favor