

Pease Public Library Board of Trustees

Date: May 19, 2022, 4:00pm-Notes: Charlene

**I. Call to Order- @ 4:14**

- a. In attendance were Charlene, Winnie, Amey, Doug, Anne, Quentin, Diane
- b. Approval of Agenda
- c. Correspondence-None
- d. Public Comment (as allowed by Chair)

**II. Reports**

- a. Approval of April Minutes--**Motion...Anne, 2nd...Quentin**
- b. Financial-Quentin (see statements).
  - i. Closing “Book Replacement Account,” not needed any longer as long as it’s tracked, don’t need an account. New section in budget, called “**RSA 202-A;(III) Accounting**” lists “Income from fines & lost or damaged books,” and “Expenses for repairs & upgrading, and for purchase of books, supplies, & income generating equipment”...approved
  - ii. Quentin has spoken to Cindy Dussault (accountant)-for \$310/month they would make payments, deposits, balance statements, monthly reports, and do 1099s. Can start July 1. Would be a 2-year commitment. This money would come from Trustees budget. Still need a Treasurer to sign checks and keep track. Or, we could have a signature stamp, locked in their safe. Would still need a Treasurer according to law, and to keep track of everything.
  - iii. Town Budget (see Report) - looks like we will encumber funds at the end of the year...would like to use it for the building. Diane reached out to Prep, but no quote in hand yet.
- c. Director’s Report-Diane (see Report)
  - i. Circulation Statistics - down. Foot traffic not down, computer use not down, museum passes up...spoke to people about ways to improve circulation. Purchased a new table/shelf unit to better display books, face-out. \$800...(see Action Items). Circulate things frequently to catch people’s eye, ie a theme each week. Trustees mentioned considering a local person building one, but could take time, so maybe if we want another one in the future
  - ii. Personnel –SIGNING OF PAFs for Employees for next FY
    1. Non-public NA
  - iii. Programming – Summer Reading for Kids starts 7/5/June and July Adult Programs Co-sponsored w/NH Humanities
  - iv. Book Sale room is open again
  - v. Maintenance – Painting Quotes
  - vi. Upcoming Challenges: Increasingly, people are challenging books on library shelves. Anne mentioned she went to a Trustees meeting and learned that often, if there is a process (ie, we have a form they have to fill

out and there is a process), it often takes care of itself. Diane purchased a “challenged book,” which is recommended for High School age and up, but she will put it in adult section

- vii. Upgrade being planned for web services with Piper Webs
- viii. Quentin suggests that Trustees have a copy of all the Library’s current policies so we are up to date
- ix. Diane on vacation until the end of May. Direct anything to Allison

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

- a. **Will the Trustees accept the \$366 in donations, and the \$200 in NH Humanities grant monies for a total of \$566? YES...**Motion-Quentin, 2nd-Anne
- b. **Will the Trustees vote to forward Doug Grant’s name to the BOS as a nominee for regular (as opposed to alternate) Trustee? YES...**Motion-Winnie, 2nd-Anne (needs to be presented to the BOS by noon the Friday before next meeting, which is this Monday. Doug will get something to Town Hall tomorrow, Friday)
- c. **Will the Trustees vote to elect new officers for Chair, Secretary, Treasurer, for the upcoming year? YES...**but will do it at the June meeting, after Doug is officially a Trustee...Motion-Anne, 2nd-Winnie
- d. **Will the Trustees vote to accept the proposal presented by Quentin regarding bookkeeping? YES...**Motion-Quentin, 2nd-Anne
- e. **Will the Trustees vote to accept the bylaws presented? NO...**will look at bylaws over the next few weeks and discuss & vote during June 16 meeting
- f. **Will the Trustees vote to allow curated outside art displays on our walls again starting in June 2022? YES...**Motion-Quentin, 2nd-Charlene
- g. **Will the Trustees vote to purchase a book display stand for the new books area in the amount of \$800? YES...**Motion, 2nd

**IV. New Business-**

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

**VI. Announcements-**

**VII. Next Meeting Date:** June 16, 2022 @4:00 pm

**VIII. Adjournment-**Motion-Doug @ 5:20