



Sandown Public Library Trustees Meeting

Agenda for November 12, 2020

7:00 p.m.

In-Person & Remote Meeting

Sandown Public Library

Due to Covid-19, this will be a hybrid In-person/virtual meeting using Zoom. To join the meeting, please use the following log-in instructions:

Sandown Library is inviting you to a scheduled Zoom meeting.

Topic: November Trustee Meeting

Time: Nov 12, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86092914615?pwd=Rk96ZERDVmUxR0xsdXAvcSkIzQXRNdz09>

Meeting ID: 860 9291 4615

Passcode: 852484

Dial by your location

+1 646 558 8656 US (New York)

If anyone encounters a problem connecting to the meeting, please email director@sandownlibrary.us

Call to Order at 7:00 PM

Reading of special virtual meeting protocol

Attendance – Roll call Carol Busby, Caroline Morse, Diana True, Tina Owens, Carol Fournier, Director Adam Shlager, Selectman Liaison Bob Nickerson

Pledge of Allegiance

Correspondence –

Finance Report

- P&L Budget vs. Actual Spreadsheet \$6200 for water softener system, installed. System flushes itself once a week. If we can avoid having it drain into the septic, it would be best. Otherwise budget is on track with expenses. Expenses will be encumbered for cabinets for next year. Interest in checking \$31.30.
- Paul Densen Trust Fund Update: Treasurer We had a CD of \$61,000 maturing. Matured on Sept 30, we were able to wait to address that until a decision could be made. Bought a 6 month CD; a total of \$1000 in interest plus just under \$600 in interest from a former money market account. Bought \$62,000 CD and had +/- \$530 in interest remaining. Tina will be meeting with bookkeeper to get Densen amount straightened out.

Approval of Minutes - deferred to next meeting

Director's Report – attached separately.

- Statistics - the worse the weather, the more the library is used. Programs and program attendance have increased, in part because of the availability of virtual programming and virtual attendance.
Eagle Scout project - 3 parts. Patio, handicap accessible walkway from parking lot, terraced seating. Seating may need to be made from higher quality and/or synthetic materials. The scout will be fundraising for the project and anticipating beginning construction in the spring. The scout has to go to the town to coordinate this project.
- Budget - unanimously approved by town. Director wants to buy jackets for staff at about \$48 each, min order of 12. Approx \$600. Question about whether or not it would come out of donation money. That would be a question for the accountant. Is it a gift, uniform, promotional, perk? Label might make a difference. More information needed. Motion to approve up to \$600 for promotional clothing - Tina made the motion, Carol Fournier seconded. Motion passed unanimously.

- Leave time - Allow staff to carry over leave time into the first quarter of next year? Motion that unused leave time from 2020 has to be used before April 1, 2021. 2020 only policy, will not carry forward to 2021 and any leave accrued in 2021 must be used on or before December 31, 2021. Carol Busby motioned, Carol Fournier seconded. Motion passed unanimously.
- Programming notes Working on winter programming, looking at splitting programs up into more than one session. Looking at future summer programming as well, using patio being constructed behind the library. Staff are working with potential future Covid plans over the holidays - working from home if they have been in contact with unexpected visitors over the holidays.

Friends of the Library Report

- Next meeting December 7, 2020.

Old Business - none

New Business - Tina says she will be finished in March (town meeting voting). Interested parties need to go to the town to get their name on the ballot.

Advertising - TriTown News is good; no response from Carriage Town News. Possibility of posting news on the local cable tv channel.

Next scheduled meeting: December 10, at 7:00 pm

Motion to adjourn the meeting at 8:21 by Carol Busby, seconded by Carol Fournier. Motion passed unanimously.