

Barrington Public Library  
Board of Library Trustees Meeting  
October 27, 2020  
Approved Meeting Minutes

Lindsey Maziarz, as Chair of the Barrington Public Library Trustees, declared that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, the Trustees as a public body are authorized to meet electronically. Trustees in attendance, Library Director, Select Board Representative and a guest participated remotely through zoom, and all motions were voted on by a roll call vote.

**Present:** Trustees: Lindsey Maziarz, Leigh Elliott, Susan Frankel, Karolina Bodner, Lydia Cupp, Robert Drew, Karen Towne. George Bailey (Select Board Representative), Melissa Huette (Library Director), and guest Kristin Paris. (potential alternate trustee).

The meeting was called to order at 6:00 pm.

**Welcome and introductions:**

Kristen Paris who is interested in the position of Trustee Alternate attended the meeting. She gave a brief introduction of her experience and interests.

**Public meeting minutes from September:** A motion was made by Susan Frankel to accept the minutes, seconded by Karen Towne and was passed by a roll call vote.

**Treasurer's Report:** In a discussion about fines. Susan Frankel reported that \$650.65 was collected in fees and fines in 2019 prior to the start of the pandemic. The fees and fines policy was stopped in March.

Susan presented the treasurer's report which had been sent out by email for review.

Susan proposed that the Trustees go to a quarterly report of expenditures.

Robert made a motion to accept the Treasurer's report, seconded by Lydia, and it was passed by a roll call vote.

**Public Comment:** George reported that the new tax rate will only increase by \$0.10.

**Friends' Report:** Lydia reported that Friends are continuing to brainstorm fundraising ideas that are possible during the Pandemic. They are hoping to hold a spring book sale and will send a spring book fundraiser letter to get more members become actively involved on a regular basis.

**Project Update:** Lindsey reported that the Foundation has new enthusiastic board members, and would like to add a representative from the Friends. A letter has been sent out to update donors on the new building process and proposed Warrant article for March 2021 election.

**Director's Report:** Melissa presented a COVID 19 update on Phase 4 of library opening and safety procedures. Beginning November 2<sup>nd</sup>, the library hours will increase. Curbside services will be provided during normal weekday hours (Mon & Wed 10 – 6, Tues & Thurs 10 – 7pm, Sat 10am – 1pm.) Access to the Library will be on weekdays only (excluding Saturdays) from 10 am to 1 hour before closing. All programming and meetings will continue virtually.

.Melissa will present the library budget to Select Board on November 2. Lindsey will discuss the Warrant article and Foundation expenditures for new library. They will address expenditure questions from the Select Board and ABC members.

Melissa requested the Trustees approve the purchases of two 2 external hard drives using funds from the Library technology capital reserve. Melissa has researched the cost and price of various sized external hard drives and has suggested purchasing these from a local company rather than ordering them online- the cost would not exceed \$500.00.

Melissa also mentioned the need to update the device used for credit card transactions at the Library but this is something that will be presented at a later time

Maddie, the new technology and circulation coordinator, has been busy updating the website and making it more user friendly, and sharing many new ideas for programming,

End 68 Hours of Hunger: The possibility of the library supporting this important community program by serving as a food drop off location was discussed. It will be further researched and a decision made at a later time.

#### **Old Business:**

Lindsey made a motion to accept the Facilities and Operations Policy with updates and edits as presented by Susan. Karen seconded the motion and it passed by a roll call vote.

Fees and Fines: Lydia and Karen contacted many NH libraries to discuss their overdue policies. Many libraries no longer charge overdue fines. Two libraries have a "conscience" donation jar which actually brings in more donations. More data will be collected and a decision on an overdue fines policy will be made in the next few months.

#### **New Business:**

Melissa's Library Director Performance Review is due to be finalized by the end of the calendar year. A committee was formed, consisting of Susan, Leigh, Lindsey and Karolina. Susan will email the evaluation forms to begin the process.

Robert made a motion to adjourn the meeting at 8:07. It was seconded by Susan and passed by a roll call vote.

**Next meeting November 17, 2020 at 6 pm**

Notes were taken by Karolina Bodner, Secretary