

Freedom Public Library Trustees Meeting

March 18, 2021

~~Draft~~ Minutes

AB

In attendance via the Zoom digital conferencing platform:

Chuck Brooks, Chair; Maureen Elliott, Trustee; Ann Pierce, Trustee; Robin Waters, Trustee; Elizabeth Rhymer, Library Director.

The board agrees that the meeting can be conducted by digital conferencing in accordance with NH RSA 91-A:2, III(b) and pursuant to NH Emergency Order #12 which references the Covid 19 pandemic. A quorum is established with four trustees in attendance by Zoom, as noted above.

Chuck called the meeting to order at 3:00pm

Minutes were read of the March 11, 2021 meeting. Chuck moved to accept them as read, Maureen seconded. Paul abstained, all others voted to accept.

Chuck noted that the Northway forms have been signed to allow Robin access to the accounts as our Treasurer. She has been sworn in, as have Maureen and Ann.

The Financial report was presented by Chuck and Robin. The Budget vs Actual figures have not yet been entered into Quickbooks; that will happen when Chuck and Robin meet with Pam next week. Chuck says we are 2 ½ months into 2021, or 20% of the year, and have spent about 10% of the budget. (Paul Mathieu, Secretary, arrived at 3:15pm). Elizabeth asked that the tiny amount of CARES money unspent be moved into other income. Robin said she has been meeting with Pam, and has several goals: set up online banking, confirm with Pam that a thumbdrive backs up the accounts computer, learn the numbers for the Debit card, and determine whether to set up a separate account for town monies. *for* Discussion ensued. Chuck will be in contact with Terri Knowles to see if it is feasible for us to hire Terri to learn how we might best simplify the accounting process. He will report at the next meeting. Chuck moved to accept the Financial report. Maureen seconded, Paul abstained, all others approved.

Paul read the February minutes. Chuck moved to accept, Paul seconded, all agreed.

We have received a \$20 gift in memory of Agnes Drumm. When this other income money is spent the amount will be entered as other expenses.

The manifest is ready to sign in the foyer.

Elizabeth reports that there will be another CARES grant opportunity. She will apply as she anticipates needing to continue to pay for story time video editing and take-and-make supplies.

On the agenda, an Official Welcome was extended to Robin. Chuck moved to allow Robin to open online banking. Maureen seconded. Vote was unanimous. Elizabeth asked Robin to find out if it is possible to directly deposit paychecks to accounts not in Northway.

The feedback from Town Meeting was positive and brief.

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Discussion on in-person gatherings and resuming regular library hours resulted in an informal agreement that it is too soon to resume in person meetings, although outdoor programs may be workable. Elizabeth suggests we return to regular hours in May, retaining the right to limit the number of folks in the library at staff's discretion.

There was brief discussion of possible requests to the Friends of the Library in anticipation of their April meeting. Elizabeth says the front door access is difficult, given sidewalk ice accumulation, the slight entry step, and the heavy front door. Chuck will try to get an estimate of cost to have available if we decide to ask FOL to fund an upgrade. Additionally, the outdoor light poles are wonky and should be fixed. Further discussion was tabled until the next meeting.

For the next meeting we will all carefully read the Response to Law Enforcement, Unaccompanied Child policies in order to edit and update them. In anticipation of a need to discuss course reimbursement as a part of the Personnel Policy we will investigate what other libraries do.

The next meeting will be April 15 at 3pm by Zoom.

Chuck moved to adjourn at 4:31pm, Ann seconded. All agreed.

Respectfully submitted,