

Freedom Public Library Trustees Meeting

April 16, 2021

~~Draft~~ Minutes

In attendance via the Zoom digital conferencing platform:

Chuck Brooks, Chair; Maureen Elliott, Trustee; Ann Pierce, Trustee; Robin Waters, Trustee; Paul Mathieu, Trustee; Elizabeth Rhymer, Library Director; Cindy Fleming, member of the public.

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 five trustees in attendance by Zoom, as noted above.

Chuck called the meeting to order at 3:00pm.

Ann read the draft minutes of the March 18, 2021 meeting. **Chuck moved to accept them, Paul seconded. All agreed.**

Robin presented the Treasurer's report. The annual audit is finished. Robin has been investigating the boxes of records in the workroom and would like to reorganize them to make it easier to find things during a future audit. Per the auditor's suggestion, Robin will initial the debit card statements after reviewing them for accuracy. The Friends of the Library have received the quarterly statement and have submitted a payment. Robin will get a card to thank Pam for all her hard work and will circulate it among staff and trustees. Robin has the thumb drive, has started online banking, and is still researching whether it is possible to direct-deposit paychecks into banks other than Northway. There was a brief discussion regarding details of carried-over payroll liabilities in the Financial report. Robin will explore possibilities. **Chuck moved to accept the report as read, Ann seconded, all agreed.** The manifest is ready to sign in the foyer.

We have received two gifts of \$100 and one of \$50 in memory of Agnes Drumm which have been entered into the unanticipated funds line. Elizabeth noted that the hanging sign out front needs to be redone and those funds might be applied to that work. She will be writing thank you notes to the donors. **Chuck moved to accept these gifts, Ann seconded, all gratefully agreed.**

Ann reported briefly on the workshop she attended virtually on April 15. The first presentation, on meetings and what is required in, of, and about them was most applicable to libraries. She is waiting to see a final sheet of questions asked by participants and the answers as those might be most pertinent to us. When that is received she will write a brief report to be included in next month's packet of materials for the meeting.

There was a discussion about the possible return to our pre-Covid-restrictions hours beginning the first week of May. **A motion to approve was made by Chuck, Paul seconded, and it was unanimously agreed.** Chuck will explore the cost of signage with a local company. A second discussion was about whether we are ready to start approving in person gatherings like Mah Jongg at the library during closed hours. Talk will continue next month.

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Chuck has been exploring the question of what to do about the library entrances, and what would be involved in making at least the main door ADA compliant by installing an electric door opener, etc. There are many details to consider and he expects to have more information at the next meeting.

Elizabeth reported that it is no longer possible to get parts and some supplies for the copier. Although it is still working, it would be prudent to explore getting a new one. She expects a detailed recommendation from Porter Office Machines soon and will forward those details to the board. The Friends of the Library provided the current machine, and, in response to a question from Cindy, Elizabeth said they use it for their mailings.

After discussion **Chuck moved that the chair be authorized to request that the Friends of the Library fund upgrading the entry door and a new copier. Maureen seconded, all agreed.**

Paul noted that we should explore how we could pay for a new copier if the FOL isn't prepared to and we need one before the 2022 budget cycle.

Elizabeth will be on vacation May 17 through 22.

Chuck and Paul will study how other libraries approach staff continuing education and report to all at the **next meeting, which will be Friday, May 14, at 3pm, by Zoom.**

Chuck moved to adjourn the meeting at 4:44pm, Ann seconded, all agreed.

Respectfully submitted,