

MOULTONBOROUGH PUBLIC LIBRARY  
Board of Trustees Meeting Minutes (APPROVED)  
July 15, 2021 at 9:00am

PRESENT

John Buckley (Chair), Jane Harrington, Sherry Wakefield, Treasurer; Jack Weekes, Nancy Cole, Peter Olsen, Deb Hoadley, Library Director. Not Present: Sally Bartlett Co-Chair, Jeannie Lacey, and Secretary.

CALL TO ORDER at 9:06AM

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF THE AGENDA

REVIEW AND APPROVAL OF THE June 17, 2021 MINUTES- Jack recommended a language change on page 2 of the personnel policies: Change 'gender equality' to 'gender neutral', all agreed. Motion to Approve by Sherry, seconded by Jane. Unanimously approved.

Deb provided a preliminary report on the book sale held in July: The sale grossed roughly \$5,000, with 'net' to be reduced by expenses. A more detailed accounting to follow in August or September. Friends of the Library will handle finances for the book sales throughout the year. The ongoing book sale in the program room will continue. Sherry will get together with Carol at the Friends to synchronize accounts and finances between the Library Board and the Friends for book sale accounting. Jack suggested we consider raising prices next year. John recommended a committee be created to plan and organize the sale for next year. Consider dates, prices, staffing, quality vs. quantity of books sold etc. John thanked Deb and all those that provided support and staffing for another successful book sale.

TREASURER'S REPORT-Sherry Wakefield- Sherry discussed her published accounting reports. There was some discussion on the asset allocation of the investments. Sherry volunteered to provide more information on asset allocation and how it compares to our planned allocation at the August meeting. A generous donation of \$1,000 was made by the Winter Harbor Veterinary Hospital. Sharon sent a thank you note. Jack motioned that we accept the donation, Jane seconded and all approved.

Deb has accounting reports from the town through June that show that we've spent approximately 36% of budget, where 33% would be 'on budget'.

LIBRARY DIRECTOR'S REPORT- Deb Hoadley- Statistics are hard to compare against prior periods due to COVID, statistic method changes and open hours changes. We do know that the Wi-Fi inside and outside the building is used heavily. There were 145 computer sessions. In general, use is 'ticking up'. Janitorial vendor, Joyce Janitorial Services has increased our cost after revising their estimate on time it takes to clean the building. It is currently performed 3 times per week and with the revised effort estimate our cost will increase approximately \$2,500 for the year. It was agreed that we would go to service two times per week after August 31, 2021 to lessen the expense.

Deb is working on statistics required by the state. We welcomed new staff: Diana Hart and Ashlee Pigott, high school page. Recruiting for a Saturday person for four hours.

#### CHILDREN'S LIBRARIAN REPORT

#### COMMITTEE REPORTS

ART- Nancy – Upcoming program on Egg Shell Mosaic to be held. Schedules for July, August and some of September for the program room displays are set. Looking for artists for glass display case for the coming months.

GROUNDS & MAINTENANCE: Jack suggested that the Memorial Gardens need our focus for fundraising and managing maintenance. There was continuing discussion about garden mulch, who pays for it and is it even too late in the year to worry about it.

TECHNOLOGY-Peter to schedule meeting with Deb and Diana.

FRIENDS- Basket Raffle at book sale was successful. Balloon performer will be paid by the Friends. Chocolate and Soups & Sweets events expected to be held this year (cancelled in 2020 due to COVID restrictions). House and Garden Tour possibly scheduled in 2022 or 2023. Deb, Sandy and John to meet with the Friends.

## OLD BUSINESS

Meetings: It was discussed that now that the state is requiring in-person meetings rather than remote our Board meetings will be at the Library. It is possible to have a few people remote as long as there is a quorum on site. Bylaws need to be changed to allow some to be remote and to describe how remote participants may participate (can they vote?). We also need to discuss how we will operationalize remote participants (Zoom, phone only, etc.).

NEW BUSINESS- None:

Meeting adjourned at 10:29 am. Moved by Sherry, seconded by Jack.  
Unanimously approved.

Next meeting on August 19, 2021 at 9:00am.

Respectfully submitted,

Peter Olsen

*Minor amendments made at August 19, 2021 Trustee meeting, are incorporated herein.*