

MOULTONBOROUGH PUBLIC LIBRARY  
Board of Trustees Meeting  
October 21, 2021 at 9:05am

PRESENT

John Buckley, Chair; Sally Bartlett, Co-Chair; Jeannie Lacey, Secretary; Sherry Wakefield, Treasurer; Jane Harrington, Jack Weekes, Nancy Cole, Peter Olsen, Deb Hoadley, Library Director

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REVIEW AND APPROVAL OF THE AGENDA

Approved by Jeannie, second by Jack. Unanimously approved.

REVIEW AND APPROVAL OF THE SEPTEMBER 16, 2021 MINUTES- One correction by Nancy- Women's Club will have a display in glass case, not assisting with the glass case. Approved by Jack, second by Sally. Unanimously approved. Review and approval of non-public minutes on SEPTEMBER 16, 2021. Approved by Jack, second by Jane. Unanimously approved.

TREASURER'S REPORT-Sherry Wakefield- Sally motioned to have Sherry, treasurer and Peter, trustee, to both have access to Vanguard account and be the designated signers. Second by Jane. Board unanimously approved. Sherry closed the Fidelity Account. Few expenses from trustee fund. Deb stated \$2,500 of the donations went towards purchasing memory books from donators. CIP to be used for roof, heating, etc. Book sale money is held by Friends of the Library. Report filed with minutes. Sally moved to approve report, Jeannie second. Unanimously approved.

LIBRARY DIRECTOR'S REPORT- Deb Hoadley-Statistics- September a bit slow, patrons still cautious of coming in, but continue to use porch pick up. Roof is leaking in two spots and is being repaired as soon as possible. Full roof replacement, while not needed now, is likely in the coming years at an estimated cost of \$80,000 - \$100,000. This expense would need to be funded within the operating budget and/or by supplemental warrant article appropriation. Deb attended the NELA Annual Conference on 10/18/21. She attended a class on hiring practices, retention, mental health and Covid. Patrons love the new hours. Full director's report in Google Drive.

YOUTH SERVICES LIBRARIAN REPORT- School book club is back, meeting once a month. 20 people attended this month. Literacy Day with "Clifford" will return in January. Full report in Google drive.

#### COMMITTEE AND LIASON REPORTS

Personnel- Jack-Brian Chaput, maintenance, has resigned. Will post job soon. Deb recommended, and the Trustees voted to approve, the hiring of a children's librarian assistant who would work 25 hours per week, including weekends.

Technology- Peter met with Deb and Steve on 9/29. Peter mentioned that it is great that besides having technical skills, Steve also has library skills. They discussed current and future library needs, e.g. new computers.

Grounds and Maintenance- Nancy discussed mulching needs for next year. Wait until the spring to decide on it. Nancy requested permission for a sub-committee to take care of the Memorial Garden. It was approved.

Art- Nancy coordinated a photography display in the program room. She continues to work with the Lakes Region Ctr. For the Arts. Most of the months are already scheduled for displays.

NEW BUSINESS- Peter suggested we move new business ahead of Old Business- approved.

Bylaws- John motioned to incorporate "quorum" definition into the trustees bylaws: 4 of the 7 trustees must be present, in person or virtually, in order to constitute a voting quorum. Jack second. Unanimously approved.

Trustee Calendar- Events and meeting for the year written up. John, Jack, and Peter will work on the calendar.

Staff Appreciation- discussed possibilities such as a lunch, brunch, flowers, and chocolates. Deb will check with the librarians as to what they prefer.

Diana Hart-probation period ended. Jane recommends removal of probation period and accept Diana as a full time adult services librarian, Sally seconds. Unanimously approved.

Holiday closures- 2021 & 2022. Deb requested following closures: Friday, Dec. 24<sup>th</sup> and Friday December 31<sup>st</sup> and Christmas Eve 2022 off. Jeannie motioned to approve days off, Sherry second. Unanimously approved.

Citizens Input- None

OLD BUSINESS

Covid 19 Update- none

Budget 2021-2022-Deb's recommendations-

1. Hire PT librarian for 25 hours a week.
2. Maureen is considered a sub now. Asking to increase her hours to 8 -12 hours per week.
3. Change earned hours from 500 to 240 hours carried over. Give employees a payout to compensate earned hours for the year.

Jane moved to change earned hours to 240 starting in Jan. 2022. Sherry second. Unanimously approved.

John motioned that any employee with greater than 240 hours as of 12/31/2021 will get paid a lump sum, Sherry second. Unanimously approved.

4. Technology- Deb recommends using money for paying Steve to help more with his services and for additional projects. Hoopla, Virtual Reading (State no longer paying for it) and new genealogy resource.

Motion made by John to go into non-public session, second by Jeannie at 11:45. Unanimously approved. End non-public session at 12:30 motioned by Sally, second by Peter, unanimously approved.

Motion to adjourn meeting at 12:31 by Jack , second by Sally, Unanimously approved.

Next meeting on November 18, 2021 at 9:00am.

Respectfully submitted,

Jeannie Lacey