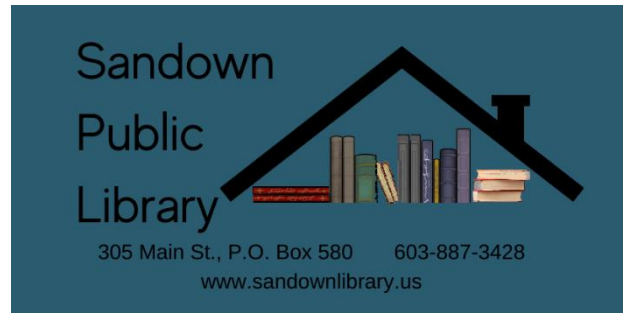


Sandown Public Library
Trustees Meeting
Minutes for January 14, 2021
7:00 p.m.
Remote Meeting
Sandown Public Library



This is a special meeting of the Board of Library Trustees. The Trustees met electronically pursuant to the Governor's Continuing Emergency Orders. Please note there is no physical location. We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate this meeting using the following website address:

Sandown Library is inviting you to a scheduled Zoom meeting.
Topic: Sandown Public Library January Trustee Meeting
Time: Jan 14, 2021 07:00 PM Eastern Time (US and Canada) Time:
Join Zoom Meeting
<https://us02web.zoom.us/j/89035122027?pwd=N21teTVsRHh1UFNIOUYwZjRHOVZ5Zz09>
Meeting ID: 890 3512 2027 Passcode: 145743
Dial by your location +1 646 558 8656 US (New York)

Call to Order - 6:58 p.m.

Reading of special virtual meeting protocol

Attendance – Roll call: Diana True, Carol Busby, Carol Fournier, Tina Owens, Director Adam Shlager. Trustee Caroline Morse and Selectmen Liaison Bob Nickerson were unable to attend.

Pledge of Allegiance

Correspondence – None

Finance Report

- P&L Budget vs. Actual Spreadsheet: Director Shlager is to meet with Patty Sarcione, bookkeeper, regarding whether the library must return it's year end overage of \$352.93 to the Town.
- Paul Densen Trust Fund Update: The fund had \$112,178.86 as of December 31, 2020. There is a \$50,000 CD that matures on February 16, 2021. The Board will determine what to do with it at the next meeting.
- Donations/Grants: Trustee Owens moved that the Board accept an undesignated donation of \$250. Trustee Fournier seconded. The motion passed unanimously.
- Trustee Busby moved to accept a \$200 grant for two NH Humanities Programs. Trustee Fournier seconded. The motion passed unanimously.

Approval of Minutes -

December 10, 2020 -Trustee Busby moved to approve the minutes as amended. Trustee Fournier seconded. The motion passed unanimously.

Director's Report – attached separately.

- Front yard sign: Director Shlager got an estimate of \$900 to fix the sign, including a loose post and to replace the downstairs door sign. Trustee Fournier moved to authorize up to \$1,600 to repair and replace the signs. The motion passed unanimously.
- Covid: Because of staff needing to quarantine at different times, they have been cycling in and out. The Library has been able to have at least two people at a time inside. With little traffic, that has been successful. Although other libraries have returned to curbside service only, the Sandown Public Library is committed to keeping the doors open and keeping staff and patrons safe inside. The Director will reassess on an ongoing basis.
- Vaccines: The Director proposes requiring staff to wear a mask if they choose not to receive the vaccine in 2021 unless otherwise indicated (medical issues, religious objections).
- Assabet training begins on January 21, 2021. The program will function for the calendar and museum passes. It will go live when the new website goes live.
- The new website is in motion and should be published in mid to late February.
- Technology: All new PCs are in place, including patron PCs.
- State Inspection: One emergency light needs to be replaced. The Director is still working on the sticking door of the Emergency Exit in the Children's Room.
- Staff Leave Time: The carry over will expire on March 30, 2021. The staff have been informed that there will be no carry over time into future years.

Old Business - None

New Business –

- Trustee Recruitment: The Director is continuing to reach out to the community for candidates. Two positions will be open.
- Final Budget Committee meeting: Our budget passed the committee 7-0.
- Deliberative Session, Saturday, January 30, 2021, 9 am – 11:30 am at Sandown North. The director will attend as will Trustee Owens.
- There is a NH Library Trustees Association Roundtable on January 27. Director Shlager will be attending.
- The trustees completed the Personnel Evaluation of Director Shlager. He was given a rating of having Exceeded Expectations. There was some discussion of the Director's goals as well.

Next scheduled meeting: February 11, at 7:00 pm

Trustee Owens motioned to adjourn the meeting at 8:36 p.m. Trustee Fournier seconded. The motion was passed unanimously.

**Respectfully submitted,
Carol Busby
Acting Secretary**