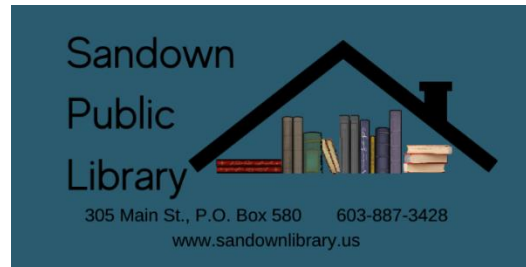


*Sandown Public Library*  
*Trustees Meeting*  
**Minutes for May 13, 2021**  
**7:00 p.m.**  
**Sandown Public Library**



**Call to Order at 7:00 p.m.**

**Attendance – Roll call:** Diana True, Carol Busby, Carol Fournier, Melissa Tiney, Alternate Trustee Jennifer Parkhurst, Director Adam Shlager and Board of Selectmen Liaison Bob Nickerson were in attendance. Julie Drouin attended remotely.

**Pledge of Allegiance**

**Correspondence –**

- Multiple – Reviewed by Trustees.

**Finance Report**

- P&L Budget vs. Actual Spreadsheet: There were no concerns.
- Paul Densen Trust Fund Update: Trustees True and Fournier met with Edward Jones. One account is coming due but they held off making a decision about it until the meeting. Director Shlager provided a proposed Investment Policy so the Trustees have guidelines for its portfolio. The Edward Jones representative hopes to come next meeting to explain his suggestions. He believes he can build a more robust portfolio. As of April 30, 2021, the account has \$112,694.61.

**Approval of Minutes -**

April 8, 2021: Motion by Trustee Fournier to approve the minutes; Trustee Tiney seconded. The motion passed unanimously.

**Director's Report – attached separately.**

- Koha software will be upgraded. The annual cost for Koha is \$474 is due in October.
- Remaining projects: Director Shlager will build one more row of seating for the outside space. There will be three rows total. Spencer, the Eagle Scout candidate whose project is to work on that space, has a completion goal of May but Director Shlager doesn't think he will be able to meet it. Tom Tombarello is making up a bid for electricity to light the path and for lighting.
- Staff reviews by Director Shlager will begin in June.
- The Library will continue to require masks until all of the staff have been vaccinated and are comfortable removing the requirement. The next step is to remove the partitions. More or less a month out.
- No food will be allowed at any in-house program. Food may be allowed during after-hours programs if it can be confirmed that all attendees have been vaccinated.
- Any children's programming that can be scheduled outside will be (weather permitting).
- Summer Reading Program planning is well under way.
- The Library was given a rebate on its health insurance by the Town. A refund of \$27.75 will be given to Cathy Hassard because she personally paid that part of what was refunded.

**Old Business –**

- ARPA Grant: The first grant will be for \$1,724.00 and is available immediately. Director Shlager wants to spend the grant money on a laser movie projector that will be visible during the day. Trustee Fournier moved that the Trustees approve the expenditure up to \$1,750.00. Trustee Busby seconded. The motion passed unanimously.

**New Business –**

- Policy Review
  - Circulation Policy: Trustee Busby moved that the policy be approved. Trustee Fournier seconded. The motion passed unanimously.
  - Behavior (Unattended Children) Policy: Trustee Busby moved that the policy be approved. Trustee Fournier seconded. The motion passed unanimously.
  - Investment Policy: Trustee Busby moved that the policy be approved. Trustee Fournier seconded. The motion passed unanimously.

Trustee Busby moved to adjourn the meeting. Trustee Tiney seconded. The meeting was adjourned at 8:50 p.m.

**Next scheduled meeting: June 10, at 7:00 pm**

Respectfully submitted,  
Carol Busby, Secretary