

MOULTONBOROUGH PUBLIC LIBRARY
Board of Trustees Meeting
August 20, 2020 at 10:00am
Virtual meeting via Zoom

PRESENT

Jane Harrington, Chair; Sally Bartlett, Vice Chair; Jeannie Lacey, Secretary; Sherry Wakefield, Treasurer; John Buckley, Jack Weekes, Meg Greenbaum, Peter Olsen, Deb Hoadley, Library Director; Sharon Gulla, Children's Librarian

APPROVAL OF THE AGENDA-Additions per Deb

1. Because of Zoom meeting, all voting needs to be on a roll call basis, trustees individually called.
2. Acceptance of gifts should be under donations on Treasurer's Report.
3. Under New Business- all Officers must be Trustees, not Alternates.

Approved by Sally, Second by Jack, Unanimously approved via roll call vote.

REVIEW AND APPROVAL OF THE JULY 9, 2020 MINUTES-Correction per Meg Statue garden should read "weeding" by Miracle Farms, not watering. Approved by John, Second by Sherry. Unanimously approved via roll call vote.

PUBLIC INPUT-None

TREASURER'S REPORT-We sadly lost Sue Bucknam this month. She will be greatly missed. Her expertise and her sense of humor added much to our meetings.

Sherry is doing a great job taking over as our new Treasurer. She has revised the balance sheets and they are now separated as Town Funds and Library Funds. She has revised the income and expense sheets. She will continue to use QuickBooks and it will also be accessible for the library director. Jack requested that the total budget and remaining balance be in the report. The funds have balanced and the report is included with the minutes. Approved by Jeannie, second by Meg. Unanimously approved via roll call vote.

LIBRARY DIRECTOR'S REPORT- Deb Hoadley-Deb submitted a complete report via email a couple days before the meeting and it is included with the minutes. We discussed the proper way to accept donations stating that any donations must be

put on the agenda and approved to accept them by the Trustees. It is required that donations are to be spent during the same year received. It will be under a heading entitled "Undesignated Donations" under the Treasurer's Report and will be approved by the trustees. Deb and the other librarians are working on a new logo and branding campaign.

FRIENDS OF MPL

Friends are planning a garden tour instead of the usual house tour. They have donated \$125.00 to the adult summer reading program. They're working on renewing memberships.

BOOK SALE

It was suggested that we might be able to have the book sale in October during Columbus Day weekend. Trustees thought it best not to have it, since the tent is costly, people may not maintain proper social distancing, and we don't have the summer crowd of the 4th of July. Sharon suggested we have a few books for sale in the program room (which is not currently in use). They could be separated into different genres and offered over a few weeks per genre. This idea was well received.

CHILDREN'S LIBRARIAN REPORT

Sharon has been busy with "take and make craft bags", while the summer online program had fewer kids sign up this year. Meg has been helping her get the videos onto the website. She is planning an outdoor Halloween party with the Rec. Dept.

Sharon received a generous donation from a patron who passed away and wanted the money to go towards the Children's department. John motioned that we form a Finance Committee to hold onto the funds and handle the expenditures, once approved by the Trustees. Sally 2nd the motion. Unanimously approved by roll call vote.

COMMITTEE REPORTS

LANDSCAPING- Meg and Nancy met with Miracle Farms for major landscaping needs. Estimates were too much money for now. They will look into using other landscapers and volunteers for future plantings. We will be honoring Sue Bucknam with a brick to be installed in our Memorial Garden.

TECHNOLOGY-work in progress. Peter had Zoom meeting with Megan to go over technology needs. Zoom meetings will be recorded from now on. They will be deleted before the start of the next meeting.

OLD BUSINESS

COVID-19 - Deb submitted an invoice for COVID-19 expenses to the Town, which will be reimbursed through state grant funds.

Sally Joy, part-time employee will be returning to the library in late August.

Personnel Committee- revisiting draft of new policy

Capital Improvement Fund Committee to gather estimates and projects for 5 year plan. Deb is on the agenda to meet the CIPC and propose the roof project and the establishment of a Library Capital Reserve Fund as a warrant at town meeting.

NEW BUSINESS

New meeting time changed to 3rd Thursday of the month at 9:00 am (Thank you so much) Motioned by Jack. Second by Sherry. Unanimously approved via roll call vote.

Since Sherry is an Officer (Treasurer) she must be appointed as a full Trustee, not an alternate. Meg volunteered to be appointed as an alternate.

Meeting adjourned at 12:15 pm. Moved by Jeannie. Second by Sally. Unanimously approved.

Next meeting on September 17th at 9:00 am.

Respectfully submitted,
Jeannie Lacey
Secretary