

MOULTONBOROUGH PUBLIC LIBRARY

Board of Trustees Meeting

July 9, 2020 1:00pm

Via Zoom

PRESENT

Jane Harrington, Chair; Sally Bartlett, Vice Chair; Jeannie Lacey, Secretary; Sherry Wakefield, Treasurer; John Buckley, Jack Weekes, Meg Greenbaum, Nancy Cole, Deb Hoadley, Library Director; Jorge Dominguez, Public

APPROVAL OF THE AGENDA-Move Personnel committee to end of committee reports suggested by Jack. Moved by Sherry, second by Nancy. Unanimously approved

REVIEW AND APPROVAL OF THE JUNE 11, 2020 MINUTES- Moved by Meg, second by John. Unanimously approved

PUBLIC INPUT-Jorge Dominguez- Jorge complimented the website in that it emphasizes all the good things that the library is offering. The Zoom book talk was a success. Eight people joined which is more than past meetings. Deb mentioned that she joined it and was glad to meet more people this way. In August there will be a new Zoom link.

TREASURER'S REPORT-Sue Buchnam- Sue had technical difficulties getting into Zoom. Meg called her and she emailed over the treasurer's report. The report is balanced and filed with the minutes. Sherry is the new treasurer. Jack suggested in the future that financial exhibits be consistently shared with the Trustees in time for review at Trustee meetings, and that the Treasurer provide a verbal, and possibly written, summary of financial status and any key changes versus the previous report. John wanted to know the loss of revenue from not having the booksale this year. Sherry will go over the budget and let us know how much money we are using and that technology will be a new line item. Jorge suggested the profit and loss be on a separate sheet. Approved by Jeannie, second by Sally. Unanimously approved.

LIBRARY DIRECTOR'S REPORT- Deb Hoadley-Deb submitted a complete report via email a couple days before the meeting. All were impressed by the completeness of the minutes. Deb is working closely with Dale Dormody, our website designer, who suggested we upgrade. The old template will not be supported in the future.

The cost is \$825.00 for the upgrade. Sally motioned to replace the old template. Jack second. Unanimously approved. Jack would like to see a profile on Deb for the website, so that patrons have the opportunity to get to know Deb and see her impressive credentials. The library's director's report is filed with the minutes.

COMMITTEE REPORTS

LANDSCAPING- Meg and Nan-Due to the drought, Dennis provided a misting hose to the Memorial Garden. Sally has volunteered to go and hand water some of the plants not reached by the hoses. Meg is looking for volunteers to help hand water. She will ask Miracle Farms to water the statue garden.

ART-put on hold

TECHNOLOGY-work in progress

PERSONNEL- Jack and John-Last update on policies was 5 years ago. We are focusing on lining up with the town policies. John requested to set a date by the next meeting for all trustees to review and input in writing to Jack and John their suggestions and comments on revising the policies. Jack also invited immediate Trustee input and dialogue. Deb suggested separating personnel policies from non-personnel operating policies, which struck the trustees as a good idea. Other suggestions included: a) correcting typo in mission statement; b) clarifying that Director will develop initial draft annual budget for Board review and input; c) re-format Director evaluation; d) patron donations: clarify not used for operating funds; e) pets-in-library policy to be added; f) keep holiday schedule as is.

Next steps: Deb to oversee separation of manual into distinct personnel and operating policy manuals. Discussion will continue at the next Trustee meeting with Deb's and further Trustee input.

OLD BUSINESS:

1. Recap of Library Warrant- presented at the town meeting. Passed no discussion.
2. Continue discussion on Capital Improvement fund- continuing to get estimates
3. Reminders to new Board members to get sworn in-complete

4. Revisit patron's request letter- no animals in library unless it is a service animal or invited for a therapy program or children's event. A sign will be put on the front door and the library's operating policies will note this change.

OLD BUSINESS:

Sally and Jane presented Nancy McCue with flowers and a monetary gift for her service.

Meg called Sue Bucknam who is resigning from the trustees. We all thanked her over the phone and presented a book, "The Women with Silver Wings", purchased by the library in honor of Sue for all her years as the treasurer of the trustees. Thank you, Sue!

Meeting adjourned at 2:40 pm. Moved by John, second by Jack. Unanimous. Next meeting on August 13, 2020.

Respectfully submitted,
Jeannie Lacey
Secretary

DRAFT