

New Durham Public Library Trustees' Meeting  
September 1, 2020 7:00 pm  
New Durham Public Library  
Virtual Meeting

*Members Present Remotely via Zoom:* William Meyer, Richard Leonard, Patrice Mitchell, John Michaud.

*Others Present Remotely:* Cathy Allyn, Library Director, from 2 Old Bay Road

*Call to Order/Agenda Review:* Chairperson William Meyer called the meeting to order at 7:04 pm. Members indicated where they were located: William Meyer, alone at his home at 51 Main St.; Richard Leonard, alone at his home at 51 Miller Rd., Patrice Mitchell alone at her home at 162 Merrymeeting Lake Rd., and John Michaud alone at home at 232 South Shore Road. Due to the Governor's Executive Order #12, the Board is authorized to meet electronically. Public access provided via Zoom and telephone.

*Public Input:* None

*Approval of Minutes:* July 7, 2020

**Motion by Richard Leonard to approve the minutes of July 7, 2020, as written; second by Patrice Mitchell. A roll call vote was taken. Meyer – aye, Leonard – aye, Mitchell – aye, Michaud- aye. The motion carried unanimously.**

*Financial Report:* Mr. Leonard, Treasurer.  
Mr. Leonard stated that there had no recent activity.

Board members have signified review and approval of the invoice register by email reply.

*Director's Report and Informational Items:* Library Director Cathy Allyn.

for month of August 2020

Wrote computer appointment protocol and sent out to staff.

Finished up one of the Pandemic Panels for the ceilings. The parent who was to bring her children in to finish the second one has not yet done so.

Rewrote Porch Pick-up informational sheet to reflect increased hours.

Webinars

New children's program in the works – Jigglin' Jamboree, a front yard movement and story program and Zooming into Storytime, a semi-interactive virtual program

Received quarterly reports on 8/26/20 for a 9/7/20 deadline on first draft budget

ILL will be starting up the week of September 14.

Statistics: 264 items this month  
375 eBooks, up from 309 last August

Technology staff member looking into a wireless printer for Chromebooks and laptops. She will be writing up full instruction sheets for operation of the devices.

Tweaks being made to Budget Narrative and I am almost done with the Library Overview.

*Old business:*

Land swap update – Ms. Allyn reported that the Board of Selectmen at the August 6, 2020 meeting discussed the need for a variance, and possible uses of the land as well as a possible permit from the Department of Environmental Services.

Approval of Risk Assumption – the board reviewed the additional language provided by Town Counsel.

**Motion by Mr. Leonard to adopt the Risk Assumption Policy, second by John Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Mitchell – aye, Michaud – aye. The motion carried unanimously.**

*New Business:*

Budget, fiscal year 2021 – The board reviewed the budget narrative that reflects a 10% reduction in the salaries and operating funds lines for the fiscal year 2021. The library is returning approximately \$7,000 from the salaries and the electricity lines this year.

**Motion by Chair Meyer to approve the budget, as presented; second by Mr. Michaud. A roll call vote was taken. Meyer – aye, Mitchell – aye, Michaud -aye, Leonard -aye. The motion carried unanimously.**

*Schedule Next Meeting:*

The Board scheduled its next virtual meeting for Tuesday, October 6, 2020.

*Adjournment:*

**Motion by Chair Meyer at 7:26 p.m. to adjourn; second by Mr. Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Mitchell – aye, Michaud -aye. The motion carried unanimously.**

Respectfully submitted,  
*Patrice Mitchell*