

APPROVED LIBRARY TRUSTEES' MINUTES

New Durham Public Library Trustees' Meeting
October 6, 2020 7:00 pm
New Durham Public Library
Virtual Meeting

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

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 7:05 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., John Michaud alone at home at 232 South Shore Road and Lee Newman home alone at 206 Birch Hill Rd. 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: September 1, 2020

Motion by Richard Leonard to approve the minutes of September 1, 2020, as written; second by Patrice Mitchell. A roll call vote was taken. Meyer – aye, Leonard – aye, Mitchell – aye, Michaud- aye, Newman-aye. The motion carried unanimously.

Financial Report: Mr. Leonard, Treasurer.

Mr. Leonard stated that the library is up to date on accounts payable. The operating account has \$22,238.64 and the trustee account has \$10,947.44. Meredith Village Savings Bank needs a new signatory card with William Meyers, Richard Leonard and the town treasurer's names on it. The town and the library accounts will still be separate.

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

Motion by John Michaud to approve the financial report; second by Patrice Mitchell. A roll call vote was taken. Michaud-aye, Newman-aye, Mitchell-aye, Leonard-aye, Meyers-aye. The motion carried unanimously.

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

for month of September 2020

Requested and received second installment of operating funds

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Began work on Halloween program

Sent Budget FY 2021 spreadsheet, narrative, and library overview to Town Hall

Updated credit card information at SimpliSafe, Amazon, GoDaddy, and Consumer Reports Digital

Touchless soap, paper towel, and hand sanitizer dispensers installed

Chromebooks, laptops, mini-projector, wireless printer in

Completed CLiF Summer Readers' grant survey

Sent Santoro Plumbing our schedule for programs, and questions regarding iWave and REME HALO purifiers being added to the new system

Coordinated Flu Clinic

Worked on CARES NH Humanities grant final report

Budget discussion with BOS, as courtesy

Ordered air purifier for office area

Phones to be installed

Sent for 4-H Stem Mars Base Camp kit

Old business:

Land swap update – The 2019 approval for a land swap of property for expansion of parking or structures for the library was discussed. The Select Board asked for the trustees' review and decision to continue with the land swap. The trustees agreed there is value in the project.

Motion by Chair Meyer to move forward with the land swap; second by Lee Newman. A roll call vote was taken. Meyer-aye, Mitchell-aye, Michaud-aye, Leonard-aye, and Newman-aye. The motion carried unanimously.

Budget- The library director provided the budget overview and noted areas of additional expenses for 2021, such as stronger wireless connections for the library devices.

Furnace- The furnace has not yet been installed.

New business: No other business.

Schedule Next Meeting:

The Board scheduled its next meeting for Tuesday November 10, 2020, at the library.

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Adjournment:

Motion by Lee Newman at 7:38 p.m. to adjourn; second by Jon Michaud. A roll call vote was taken. Meyer – aye, Leonard – aye, Mitchell – aye, Michaud – aye, Newman-aye. The motion carried unanimously.

Respectfully submitted,
Patrice Mitchell