

New Durham Public Library Trustees' Meeting

February 2, 2021 7:00 pm

New Durham Public Library

Virtual Meeting

Notice Posted Appropriately

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

*Absent:* Lee Newman

*Others Present Remotely:* Cathy Allyn, Library Director, from 18 Wentworth Rd.

*Call to Order/Agenda Review:* Chairperson Meyer called the meeting to order at 7:02 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 Rd; John Michaud, alone, at his home at 232 South Shore Rd (joining at 7:09 pm).

Chairman Meyer acknowledged and thanked Cathy Allyn for all her hard work for the library throughout the pandemic.

*Public Input:* None

*Approval of Minutes:* January 5, 2021

**Motion by Chairman Meyer to approve minutes of January 5, 2021, as written; second by Richard Leonard. A roll call vote was taken. Meyer-aye, Leonard-aye, Mitchell-aye. The motion carried unanimously.**

*Financial Report:* Mr. Leonard, Treasurer.

Mr. Leonard reported there was no report this month.

APPROVED LIBRARY TRUSTEES' MINUTES

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

*Director's Report for January 2021:*

Emailed TA Kinmond, asking him to see that the telephone expenses line be moved in the budget request spreadsheet to the library's Operating Funds. Although the bottom line will not change, this will allow for proper accounting and will be a more accurate reflection of the costs that are paid from the Operating Funds, and, therefore, the amount of money needed there. TA Kinmond responded that he would do so, and I made a notation in our budget FY2021 that the change has happened. Requested TA Kinmond update the line narratives for the budget hearing, as they were requested from a previous year.

Broken window was opened(cleaners?) despite all the signs on the handle and sill not to do so. We need to address the problem. At one point, I was told it would be difficult to fix so that it could open and close again. If a contractor verifies that, the window could be screwed closed. The following week another window in the Children's Room was left open and the handle stripped.

DPW readjusted fallen insulation in the attic. I asked TA Kinmond about getting a quote on/installing insulation in the crawl space, and he said he would pursue the idea with the DPW. At the end of the month, he indicated an insulation company may be coming to look at the project during the first week of Feb.

Registered the new furnace.

Spoke with auditors regarding our financial procedures. Provided them with changes made due to the pandemic.

Received a phone call from a patron interested in running for one of the vacancies on the Board. I've made a note of her name to contact in the future, if the need arises.

Thanks to Bill Meyer who installed tiles on the uncovered portion of the boiler room floor.

Digitization capabilities are in the works through the state library.



Started ordering books for Pathfinders, the career exploration program, paid for by a donor. Working on setting up the panel for the virtual meeting. Response has been good.

Spoke with a former Trustee regarding a series of donations for the children's books in his wife's memory. We will supply the bookplates.

The Friends paid for all of the brag tags and ribbons I ordered for SRP. Will ask them to cover expenses for prizes, etc. All of those items have arrived, save for the trophies, as I wanted to purchase them locally. Two performers have been booked and we are in conversations with the Rotary Club regarding the grant they received for 2020. They have voted to provide the three libraries with funds, but things are still up in the air. We have permission to hold our events at the school; either in the auditorium or outside, depending on the Covid situation.

Air purifier arrived, with a \$20 discount because of all the hassle.

Another cycle of ECHO webinars out of Dartmouth-Hitchcock has started, regarding keeping buildings and employees safe during the epidemic.

Ran out of propane on Jan. 26. Emailed TA Kinmond, recommending a higher figure for the fuel budget line. We've run out consistently through the years, causing our well switch to freeze at one point (creating the flood) and necessitating monies being taken from other lines to cover the overages in the fuel line. Until the insulation is installed in the crawl space, I don't want to switch to the mini-splits in the cold weather.

Solar grant available; looking into applying.

Received a donation of large white boards, a bulletin board, mobile workstation, printer table, and erasers, markers, etc.

Spoke with a volunteer who is willing to teach a series of nutrition classes in late winter/early spring.

*Any Other Business:* None

*Schedule Next Meeting:* The Board scheduled its next meeting for March 2, 2021 via Zoom.

APPROVED LIBRARY TRUSTEES' MINUTES

*Adjournment:*

**Motion by John Michaud at 7:16pm to adjourn; second by Richard Leonard. A roll call vote was taken. Meyer-aye, Leonard-aye, Michaud-aye, Mitchell-aye. The motion carried unanimously.**

Respectfully submitted,

*Patrice Mitchell*