

Freedom Public Library Trustees Meeting
OCTOBER 8, 2020 Draft Minutes
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In attendance via the Zoom digital conferencing platform:

Chuck Brooks, Chair; Maureen Elliott, Trustee; Paul Mathieu, Secretary. Others: Elizabeth Rhymer, Library Director

The board agrees that the meeting can be conducted by digital conferencing in accordance with NH RSA 91-A:2, III(b) and pursuant to NH Emergency Order #12 which references the Covid 19 pandemic. A quorum is established with three trustees in attendance by Zoom, two absent.

Called to order at 3:33pm

The Sept 10 minutes were read and approved. The language was adjusted to correct the modifications to the Personnel Policy thus:

"Employees cannot expect privacy rights to extend to the use of the library's electronic information and communication systems. The library reserves the right to access, and monitor content and have access to login information to voicemail or email accounts, computer files, online digital accounts and data, or any other library property. For these reasons, ~~you~~ employees or volunteers should not expect messages or data left on ~~your~~ Library voicemail, email, computer, or other communication device to be private."

Motion to approve the corrected September 10 minutes by Mathieu, seconded by Brooks, passed with all three trustees voting in favor.

Chuck presented the financial report. A line for advertising expenses should be moved to the "Other Expenses" line. P & L Line 20133 should be moved to 20120 per September 10 minutes. Cares grant expenditures will be included with Other Expenses. \$1100 from the Cares grant has been expended to Mary Rhymer for editing services for the Children's Story Time videos.

Trustees may sign the manifest in the Library foyer.

There were no gifts reported for the period.

A motion to accept the financial report made by Brooks and seconded by Elliott passed.

Director's report

Elizabeth presented the director's report.

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Library hours

Elizabeth proposed changes to the hours of operation, in part to provide time for after school use of the Library by Freedom Elementary school families. The changes don't alter the number of hours of operation or the payroll. A motion by Brooks with second by Mathieu to adopt the Hours of Operation revision passed with all three trustees voting in favor.

Considerations for improvements to the approach to the foyer and funding the same:

The board brainstormed ideas for improving the approach to the foyer from the parking area and whether to ask the Friends of the Library to help with paying for an improvement. The board determined that further research is needed. Elizabeth will ask the Library's snow clearing contractor for input.

Lakeside Landscaping Contract

Jake, at Lakeside Landscaping will continue the renewable contract at the same rate as last year. LL will need to winterize the sprinkler system soon.

On a related note: the volunteer who has been caring for plantings around the property will be unavailable for next spring for an unknown amount of time to continue her handiwork. The library will need to address this at a future date.

2021 Budget

The board reviewed the most recent 2021 budget revisions and made adjustments. Line 10011 will be adjusted to \$125; 10012 reduced by 50%; 10070 adjusted to \$600. Telephone will be combined with internet in a package plan for next year. Chuck will make revisions.

The Friends of the Library budget request will show reduced figures for conferences and licenses. Elizabeth will share revisions with the FOL for their trustees' fall meeting.

Next Monthly meeting will be Nov 10 at 3:30. Pending Jayne's ability to attend, the board will meet to work on budgeting details October 29 at 3:30.

Chuck will convene a meeting with Elizabeth, Jayne and himself to continue budgeting revisions.

Adjourned: On or about 5:15.