

Freedom Public Library Trustees Meeting
DECEMBER 3, 2020 Draft Minutes
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In attendance via the Zoom digital conferencing platform:

Chuck Brooks, Chair; Maureen Elliott, Trustee; Paul Mathieu, Secretary; Jayne Britton, Treasurer; Ann Pierce, Trustee; Other attendees: Elizabeth Rhymer, Library Director, Anne Cunningham, Friends of the Library board member

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 five trustees in attendance by Zoom, none absent.

Called to order at 3:32pm

The October 29 minutes were read. A motion by Brooks with second by Pierce to approve the October 29, 2020 minutes passed with all trustees in favor, none abstaining.

Financial Reports

The Budget Vs. Actual report was reviewed. Pam and Jane will refine the figures for our 2020 usage of town funds to plan for potential return of unused funds and to prepare our allocation request in 2021. 2020 books will be closed out by the third week of January. The balance sheet was reviewed. A motion by Brooks with second by Pierce to accept the financial report passed with all trustees voting in favor.

Chuck will put a manifest in the foyer for trustees to sign. Paul will check that manifests are up to date in the Red Book.

Director's Report

Dick Many is retiring from creating the monthly New Materials e-newsletters after doing it faithfully for many years. Many thanks to Dick for all these years of service. Mary Marchand, a summer volunteer, will take over that volunteer job now. Thank you Dick and Mary.

Elizabeth reviewed the usage of CARES grant money received and the recent receipt of Morrow Bequest funds. Mary Rhymer will conclude her work editing Children's Story Time videos and has recommended a freelancer who can take over the responsibility.

A motion to accept the \$2900 gift from the Morrow Family Trust, a bequest, made by Brooks and seconded by Elliot passed with all trustees voting in favor.

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Salary structure review

Trustees considered whether any volunteer duties have become "essential" and would be more appropriately made the responsibility of paid employees. Budgeting, salary and staffing hours considerations/implications were discussed.

The 2021 Budget proposal was reviewed. The board agrees that it is advantageous to make it clear in the expense area of the budget that a significant amount of book purchases are funded by the Friends of the Library. Chuck and Elizabeth will attend the Freedom Select Board meeting December 14. Jayne will supply a revised budget for the Select Board meeting.

Next meeting January 14th at 3:30PM.