

Freedom Public Library Trustees Meeting
January 14, 2021 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,

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 3:33pm

Acceptance of the December 3, 2020 minutes passed with all trustees in favor, none abstaining.

Financial Reports

The balance sheet was reviewed. The apparent payroll liability in the amount of \$2713.85 in the end of year figures do not represent actual amounts owed for 2020, but is a figure carried over from a previous year. CARES (COVID 19 pandemic grant) money expenditures fell short of the grant amount by less than \$20.00, but that amount should be returned to the federal government.

The Profit and Loss Budget vs. Actual and the P & L Detail reports were reviewed with Jayne providing clarifications. A motion by Brooks with second by Elliott to accept the financial report passed with all trustees voting in favor, none abstaining.

A gift of \$97.00 in honor of Bill Stoops birthday was approved- motion by Brooks with second by Elliott with all trustees voting in favor.

Jayne reminds us that the recent bookkeeping practice is to make copies of all incoming checks and bank receipts documenting their depositing to save as documentation. A motion by Brooks with second by Elliott to approve the practice of photocopying all incoming checks and pairing them with copies of bank deposit receipts for recordkeeping passed with all trustees voting in favor, none against nor abstaining.

Director's Report

Elizabeth presented the Director's Report.

Agenda Items:

- 1) Treasurer search: Jayne will be finishing her term as trustee and Treasurer. She, Chuck and Elizabeth are recruiting a replacement for her. Familiarity with Quickbooks would be

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a helpful skill for an incoming treasurer, but it is not essential. Elizabeth and Chuck will collaborate to develop advertising for the position which is an elected position.

2) The board reviewed the Annual Report to the Town of Freedom.

3) No agenda Item 3 was actually listed

4) Budget amount from 2020 to give back to the town:

Jayne used Profit and Loss figures not inclusive of Morrow Bequest nor Friends of the Library funds to develop the current draft figures. The books line will be adjusted.

\$7708.43 is currently the amount expected to be returned to the town in the current draft. Board consensus is that the town report should clearly state the amount being returned to the town. Jane will revise allocations; Elizabeth will revise the town report.

5) Elizabeth recommends, and the board agrees that book quarantining time may be reduced to 48 hours from 72 hours, as that amount of time is adequate according to recent federal guidance.

Next meeting February 11th at 3:30PM.

Adjourned 4:45