

**Effingham Public Library  
Board of Trustees  
August 11, 2020 Meeting Minutes**

The meeting, which was held remotely via video conference, was called to order by Grace Fuller at 6:02 p.m. A quorum was present.

**Present:** Grace Fuller, Pat Piper, Erik Jones (audio only), Heidi Foy, Sue Regal (Alternate) (audio only) (left at 7:17 p.m.), Aysia Morency (Ex officio)

**Absent:** Jen Van Cor, Cheryle Feirick (FEL President)

**Members of the Public:** None

In the absence of Jen, Grace appointed Sue as a full voting member for this meeting.

**Public Comment**

None

**Friends of the Effingham Library Report**

It was announced that the next meeting of the FEL would be on August 12, 2020.

**Review of Meeting Minutes**

The minutes of the June 9, 2020 meeting were reviewed. Grace moved to accept the minutes as written. Seconded by Pat. Grace called for a roll call vote: Pat, Yes; Erik, Yes; Heidi, Yes; Sue, Yes; Grace, Yes.

The minutes of the June 11, 2020 work session were reviewed. Grace moved to accept the minutes as written. Seconded by Heidi. Grace called for a roll call vote: Pat, Yes; Heidi, Yes; Erik, Yes; Grace, Yes; Sue, Yes.

The minutes of the June 16, 2020 work session were reviewed. Grace moved to accept the minutes as written. Seconded by Pat. Grace called for a roll call vote: Pat, Yes; Erik, Yes; Heidi, Yes; Sue, Yes; Grace, Yes.

The minutes of the July 14, 2020 meeting were reviewed. Grace moved to accept the minutes as amended. Seconded by Heidi. Grace called for a roll call vote: Pat, Yes; Heidi, Yes; Erik, Yes; Sue, Yes; Grace, Yes.

The minutes of the July 21, 2020 meeting were reviewed. Grace moved to accept the minutes as amended. Seconded by Heidi. Grace called for a roll call vote: Erik, Yes; Pat, Yes; Heidi, Yes; Sue, Yes; Grace, Yes.

## **Review of Meeting Minutes (cont.)**

Minutes of the June 23, 2020 work session and the July 13, 2020 non-public session were not available for review. These will be resent for future review and approval. In addition, while minutes for the July 21, 2020 non-public session were available, the Board requested that the Secretary reformat them using a Non-Public Session Minutes template that was provided at a recent training on RSA 91:A. Pat will email the template to Erik.

## **Treasurer's Report**

Pat presented the financial reports. In addition to a one-page budget versus actual report, the unanticipated funds ledger and a breakdown of the supplies ordered for COVID-19, the cost of which will be reimbursed by FEMA, were distributed. There was some brief discussion regarding areas where the Library is over budget.

Unanticipated funds in the amount of \$4.00 were received. It was moved by Erik to accept the unanticipated funds. Seconded by Heidi. Grace called for a roll call vote: Heidi, Yes; Pat, Yes; Erik, Yes; Sue, Yes; Grace, Yes.

There being no further questions or discussion, it was moved by Erik to accept the Treasurer's Report. Seconded by Heidi. Grace called for a roll call vote: Erik, Yes; Heidi, Yes; Pat, Yes; Sue, Yes; Grace, Yes.

## **Interim Library Director's Report**

Aysia reviewed her report, highlighting the new contactless curbside service, the Summer Reading Program (a success!), and volunteers and how they might best be utilized. In addition, she provided a marked up version of the EPL Staged Reopening Plan noting the various action items that need to be addressed before moving on to the next stage(s), as well as a summary of her hours on each day since her appointment as Interim Library Director, and tasks accomplished on each day. It was noted that a copy of this summary should be placed in her personnel file. Some of these topics were discussed further under old business.

## **Old Business**

### **Home Delivery**

Grace contacted Primex (the Town's insurance company) regarding the possibility of using volunteers to start a Home Delivery service for the Library. They gave some feedback on what should be included in the Volunteer Application. Grace and Aysia will work on the volunteer policy and application, with specific attention to ensuring that driving responsibilities are covered.

## **Old Business (cont.)**

### **Moving to Stage 3B**

Pending completion of Stage 3A and 3B action items, the Library will move to Stage 3B the week of Labor Day, with a review of this change to be made by the Board of Trustees at the September Board meeting on 9/15.

## **New Business**

### **Website**

Revamping/refreshing the website was discussed. Board members were open to the idea. As a starting point, Pat will do a mock-up of a potential new site and present it at the September Board meeting.

### **Policies and Procedures**

Moving ahead with review of policies and procedures was discussed. As a way of expediting the process, each Board member will be assigned a policy from the matrix Grace created, research it (including looking at similar policies in other libraries), and suggest changes if any. Those present each selected a policy to start with.

## **Next Meeting**

The next meeting will be on September 15, 2020 at 6:00 p.m., details to be announced. Topics for the next meeting will likely include the website, the 2021 budget, and policies.

## **Adjournment**

Grace moved to adjourn at 7:30 p.m. Seconded by Pat. Grace called for a roll call vote: Pat, Yes; Erik, Yes; Heidi, Yes; Grace, Yes.