

**Effingham Public Library
Board of Trustees
October 13, 2020 Meeting Minutes**

The meeting was called to order by Grace Fuller at 6:02 p.m. A quorum was present.

Present: Grace Fuller, Pat Piper, Jen Van Cor, Heidi Foy (on phone), Sue Regal (Voting Alternate), Aysia Morency (Staff)

Absent: Erik Jones

Members of the Public: None

Secretary's Report

Minutes for September meeting not available. Pat needed copies of minutes for 2019 for the Town audit and noticed October and December 2019 minutes in the red notebook are DRAFTS. She requested that they be updated when possible.

Grace presented the board with updated non-public meeting minutes for the July 13 meeting with a minor change of wording to item 8A. Moved to accept – Pat. Seconded – Jen. Passed and carried. Pat removed the old version from the safe and added the updated version.

Treasurer's Report

Pat explained that after meeting twice with Grace and researching on the web that she has not yet found definitive documentation of how Library's should close out old and then begin new budget years. She has an email in to the NHLTA Treasurer. Waiting for him to contact her.

Meantime, the top part of the budget spreadsheet – Budget vs. Actual reflects only funds encumbered in 2020. Funds encumbered in 2019 and paid for in 2020 are not reflected in Budget vs. Actual.

Jen moved to accept updated Treasurer's report. Seconded by Sue. Passed and carried.

Pat reported that there is \$25.50 in Unanticipated Funds. Moved by Jen to accept the funds. Seconded by Sue. Passed and carried.

Library Director's Report

- Aysia has added some new buttons to the Library web site, a COVID FAQ, a Clif button and a Creative Bug button
- The first order of Clif grant books (110-115 books) has been submitted
- Aysia presented the board with a draft of a Fall Newsletter – discussion of whether to mail. Aysia will contact Minuteman Press for a quote
- Brief discussion of scarecrow contest – urged board members to submit a scarecrow
- Pat shared a Google Analytics report that shows the page hits on the library website

Old Business

Jen presented a Library Patron Code of Conduct policy which was discussed. Decided to continue discussion at next month's meeting.

Grace presented the Volunteer policy. After brief discussion, Pat moved to accept the Volunteer policy and Jen seconded. Passed and carried.

New Business

Grace informed the board of her desire to request a portion of unused salary from the town. 30 hours x 8 weeks x \$14.25 = \$3,420. She suggested using this money for major purchases like a new printer, more Chromebooks, shelving, etc. Grace moved to accept the proposal to ask the town for \$3,420 in unused salary and Jen seconded. Passed and carried.

Lee starts on Monday, November 2. With his help, we would like to write a press release announcing the new director. Put on Library and Town websites.

Grace is presenting the budget to the Selectmen on October 20.

Adjournment

Heidi moved to adjourn at 7:54 p.m. Seconded by Sue. Passed and carried.