

Library Trustee Meeting
Tuesday, January 12, 6:00PM
Meeting via Zoom

Meeting called to order at 6:03 PM

Trustees Present: Jonathan James, Sarah Johnson, Virginia Lovett, Betty Strader, Ann Butler, Lisa Garcia, Paul Eldridge

Others Present: Erin Apostolos (director), Christopher Leland (assistant director), Matthew Gunby (head of circulation), Vivian Mitchell (trustee alternate), Paula Wanzer (trustee alternate)

- I. Announcement for Virtual Meeting-Ann Butler
- II. Secretary's Report-approve minutes of December 8 meeting. **Motion to approve minutes of December 8 made by Paul Eldridge, seconded by Jonathan James. Motion carries, Sarah Johnson abstains.**
- III. Treasurer's Report
 - a. Awarded \$10,000 from Mooseplate grant. **Motion to accept initial \$5000 from Mooseplate grant made and accept \$1054 from Dudley Leavitt Trust made by Paul Eldridge seconded by Sarah Johnson. Motion carries unanimously.**
- IV. Library Director's Report: Erin Apostolos will promote NH Overdrive magazine promotion in newsletter supplement and press release.
- V. Old Business
 - a. Construction Team Committee Report
 - a.i. Church Boundary Line Adjustment
 - a.ii. Building Project Update: mill work and flooring finished. Walkthrough in several weeks with Ron Lamarre. Furniture budget low, requiring more materials to be reused than initially planned.
 - a.iii. Waiting on update from security cameras.
 - a.iv. Meeting with CPW architects and Jim McFarlin re: Veterans walk. Jim McFarlin contacted Chris Williams, waiting for response.
 - a.v. Meeting with Ron re: extra payment. Ron Lamarre has requested \$54,000 of additional funds. Michael Bruss is reviewing.
- VI. New Business
 - a. **Trustee 2021 Budget: Motion to accept 2021 Trustee Budget made by Sarah Johnson, seconded by Paul Eldridge. Motion carries unanimously.**
 - b. Trustee Bios <https://peterboroughtownlibrary.org/teamtrustees/>
 - Approximately a paragraph that describes each trustee. Will start with trustees not up for reelection in 2021.
 - c. Friends/Buy-a-Brick fundraiser update
 - d. Grand Opening Committee: 9 volunteers. Paula Wanzer will chair this committee. Drafted goals and objectives. Working on logistics. Will send out an edited draft in the next few days.
 - e. Investment policy signed by all trustees. Plan on Steve Aiken joining trustees in April.
 - f. Bylaw Update-Immediate Family members-*tabled to February.*

g. Perpetual Calendar

January

- Preparation of Town Report
- Review of investment and spending policies
- Review of Annual Trust Statement
- Budget process update (begun in previous fall)
- Library Circulation, Inventory and Service to Patrons Report
- Review of Mission Statement and Goals
- Get Annual CIP Schedule
- Treasurer Contact Town for Schedule of Materials Required by Auditor
- Dudley Leavitt Income
- Trustee of the Trust Funds Income: Jonathan James or Betty Strader will contact the trustee of the trust fund.
- Trustees up for election - need to file, if running
- Warrant to Town Clerk

February

VII. Other Business? Read over motions and actions-Matthew

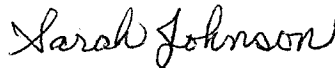
VIII. Adjournment—Next regular meeting: *Tuesday, February 9, 2021.*

a. **Meeting Adjourned at 7:10.**

Jonathan James



Sarah Johnson



Virginia Lovett

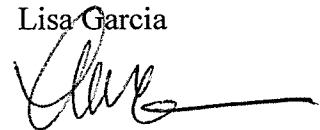
Betty Strader



Ann Butler



Lisa Garcia



Paul Eldridge

