

MEETING PROCESS

A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency

ROLL CALL

ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.

NAME OF MEETING PARTICIPANTS	PRESENT AT (time entered)	OTHERS IN ROOM
Patti Osgood	5:30	NO
Angelica Ladd	5:30	NO
Debra Kreutzer	5:30	NO
Anne Crotti	5:30	NO
John Capuco	5:30	NO
Lynn Piotrowicz- DIRECTOR	5:30	NO

ITEM 1

Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.

NAME OF PUBLIC MEMBER ATTENDING
NONE

ITEM 2

Minutes of Meeting: August 18, 2020

MOVE TO ACCEPT: Patti Osgood SECONDED BY: John Capuco

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 3

Treasurer’s Report & Budget Discussion

a) Y-T-D Summary & Monthly Expenditure Manifest

MOVE TO ACCEPT: Patti Osgood SECONDED BY: John Capuco

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

b) Personnel Timesheet Review

ACTION – Treasurer reviewed timesheets and signed all through August 23, 2020. Subsequent timesheet review suspended until able.

c) Monies to Be Accepted: **None**

ITEM 4

Friends’ Update:

- a) There have been approximately 6 new members added to the previous 35 total.
- b) The Friends will look into the NH Humanities seminar program for our Sunday at the Library Programs.
- c) Annual Meeting date finalized for a Zoom meeting on December 6-at 2:00PM.
- d) Next meeting scheduled for Saturday, October 24, at 8:00AM.

ITEM 5

Director’s Report

- a) Direct deposit for staff payroll working well.
- b) ILL is back up and running. First week of requests best characterized as brisk. Many of our Apollo friends have agreed to continue the lending partnerships that were formed during the state ILL breakdown.
- c) Planning for future budgets. Significant state reimbursement reductions for 2021-22 on the horizon. As a result of NHMA survey, the NH State Library is working to create working groups and educational sessions to assist library directors/trustees deal with what may be coming. SEE NHMA Survey result link in Supplemental Reading. As of 9/16/2020 we have yet to receive any guidance from Town on expectations for submission in advance of budget season. During previous budget cycles, we were asked to submit budget to Town by mid-October. First budget meetings are typically the 1st and 3rd Saturday of November.
- d) Final report accepted by the NH Preservation Alliance. See Dropbox link in Supplemental Reading for the complete document.
- e) Staff time-off. Director out of building 10/13-10/19. Other staff members are also looking to

schedule time-off. Will cover shifts with staff in building.

- f) Director will be participating along with colleagues from MBLC in a WebJunction Program on November 10th from 3-4PM. Title of the presentation: Accidental Facilities Manager. Follow link in Supplemental Reading for details.
- g) Under the heading, still trying to crack this nut... I will be attending a virtual program on fundraising on 9/29 at 1PM. Focus of session is fundraising. Title of session: Reluctant Fundraiser? Not A Fundraiser? Not A Problem! Sure - there's tons of resources out there about fundraising, but most of them are designed for people who choose to be fundraising. What about all of the reluctant fundraisers? The EDs, board members, etc. who have to fundraise without a full-time fundraiser.

ITEM 6

Pandemic Service Plan – Update. Comments from the first 8 days.

Lynn provided update. Positive feedback from patrons and staff.

ITEM 7

Board Update/Town Meeting 2021 *Patti Osgood and Angelica Ladd are up for election (March 2021)*

ITEM 8

Other : None

ITEM 9

Next Meeting: 10/20/2020 5:30PM ZOOM

**ADJOURN PUBLIC
SESSION at 6:15**

MOVE TO ADJOURN MEETING BY: Patti Osgood

SECONDED BY: Deb Kreutzer

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

RECORDING SECRETARY: Anne Crotti