

**Sanbornton Public Library Board of Trustees
Minutes for February 15, 2022**

Call to order at 6:00 pm

Trustees: David Adams, Chair; Paula Grassie, Secretary; Carol Raymond, Grita Olmstead, Chris Hobby, Alternate

Absent: Chris Schimming

Others present: Rebekka Mateyk, Library Director; Marcia Haigh, Retired Director; Brandon Deacon, Virginia Blackmer

Secretary's Report: Motion to accept the Secretary's Report, CRaymond/PGrassie. unanimous

Treasurer's Report: Grita noted the main account balance is \$74,514.10. Motion to accept the Treasurer's Report, PGrassie/CRaymond. unanimous. Discussion was held regarding the need for the Director to have a debit card attached to the main account. A motion was made to approve the card with purchases up to \$500. Any larger amount needed will need approval from the board. In addition Staples and Lowes card names will be transferred to Rebekka. DAdams/PGrassie, unanimous.

Building Report: David and Rebekka have been talking to vendors to restore 22 windows in the Woodman building. These windows are warped, hard to open and not energy efficient. Olde Window Restorer completed the most detailed quote, price and availability. Motion to move ahead with restoration and scheduling while waiting for other quotes. This project will be completed with funds from the Building Fund donation. DAdams/PGrassie, unanimous.

Front door lock will be discussed at next month's meeting. Rebekka has been working on technology updates. The board discussed completing necessary updates all at once including approving replacing the director's computer so equipment is operating at the same level. Motion to upgrade the network to operate as a small business network with a budget of up to \$14,185.

DAdams/CRaymond, unanimous. The director's computer is in the current budget. Discussion was held and tabled on a new printer.

Director's Report: Families have been invited back to storytime inside the library. Families are being notified. The Fiber Arts Group is meeting too.

Old Business: Motion to keep present Covid Protocols, DAdams/GOlmstead, unanimous. Payroll through the Town Office has been postponed due to their

staffing issues and upcoming move to a new building. Rebekka will gather more information on bookkeeping with Marcia offering support also.

New Business: Employee Sick leave policy was tabled. The library will determine if they will reopen the regular hours when staffing has increased at the April meeting. Trustee meeting time will be determined when the board meets with new members. There will be no bake sale during Town meeting due to COVID restrictions. Motion to purchase Currier Museum of Art pass, CRaymond/PGrassie, unanimous. Other passes will be discussed at the next meeting. Posting for Assistant Director/Adult Services Librarian will be posted.

Other Business: BOS/Budget hearing was held and the library budget was quickly approved. The Garden Project will need a new library contact. That can be discussed in March. The library will close at 5 on March 9, 2022 for the Town Meeting.

Adjournment: 7:50 pm

Next Meeting-March 15, 2022 at TBA