

Laconia Public Library
Board of Trustees
Minutes of Meeting
Reference Room, Library
April 22, 2021

I. Call to Order

Laconia Public Library Board of Trustees held their meeting in the Reference Room of the library. Chairman John Moriarty called the meeting to order at 5:30 pm.

Due to the COVID-19/Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

In accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means; We are utilizing the Zoom platform for this electronic meeting.
- b) Providing public notice of the necessary information for accessing the meeting; We previously gave notice to the public of how to access the meeting using Zoom.
- c) Providing a mechanism to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 524-4775 or email at: info@laconialibrary.org.
- d) Adjourning the meeting if the public is unable to access the meeting. In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Present in the library: James Anderson, Marie Bradley, Chairman John Moriarty, Alternate Bruce Kneuer and Director Randy Brough.

Participating via Zoom App: Aaron Bassett and John Perley.

Chairman seated Alternate Kneuer.

II. Reports

A. Secretary's Report

March 25, 2021 meeting minutes will be approved at the next meeting on May 27th.

B. Treasurer's Report

March 31, 2021 financial reports were reviewed.

C. Endowment

D. Personnel

E. Policy

F. Buildings and Grounds

1. Church Street Concrete Steps: A representative from Associated Concrete Coatings, Inc. visited the library to look at the steps needing work. He will be providing an estimate to repair the steps.
2. Chimney: The Director will contact a different contractor to repair the chimney that is leaking into the Periodical Room. He will reach out to Lakes Region Chimney Pro.

3. Attic Light: Jim Hutchins provided an estimate of a thousand dollars (\$1,000) to replace the attic light that illuminates the Reference Room.
4. Periodical Room Leak Damage: Gene Caroselli provided an estimate of eight hundred dollars (\$800) to repair and paint the damaged area. The Director will also speak with Gene about painting the weather-beaten exterior window frames.
5. Buildings and Grounds: The Public Works Department has procured for the library project proposals to crack seal the library parking lot: one for sealcoating (\$2,600), a second option for sealing with infrared (\$2,900).

G. Technology.

H. Director's Report.

BrainFuse has been publicized and needs to be advertised consistently.

None of the dozen libraries attending the last ULAC meeting outsources marketing nor has staff dedicated to marketing.

Current Trust Funds unitization report will be emailed to all Trustees.

A list of Trustees tenures will be emailed to all Trustees.

The Library received a check for a hundred dollars (\$100) from a Wisconsin woman thankful for the service she received from a staff member researching obituaries for her.

I. Chairman's Report.

III. Old Business

A. FY2021 Budget Update.

The City Manager presents the budget to the City Council at the next Council meeting on April 26th.

- B. The Director will contact Archivist to determine a date that he can attend a meeting at the Water Street facility. The Board would like Archivist to be at Water Street in person, preferably early or late in the day he can visit.

IV. New Business

A. Library Goals for next FY July 2021 through June 2022.

Aaron and Randy will submit goals to Chairman John Moriarty by Monday, April 26th. Everyone's goals will then be collated and distributed to all Trustees.

B. Covid Management.

Motion made by Kneuer, seconded by Anderson to suspend the greeter position effective Monday, May 3rd. Time limits will no longer be enforced. The Library will reopen to the public on Fridays beginning May 7th. Roll call vote taken, all voted in favor.

The Director will create a plan for opening currently closed spaces to the public. The plan is due on May 20th.

C. Checking Account.

A motion made by Anderson, seconded by Bradley to suspend writing of checks out of the checking account until two (2) checking account budgets (one for May-June 2021, and one for the subsequent 12 months) are prepared and approved. Roll call vote taken, all voted in favor.

- D. Notice of Library Trustee Board meetings will be posted on LPL website. The next meeting is Thursday, May 27th.

V. Adjourn

Motion made by Kneuer to adjourn the meeting, seconded by Bradley. Roll call vote taken; all voted in favor. Meeting adjourned at 8:05 pm.

Respectfully Submitted,

Randy Brough