

## Minutes of Meeting

### Lee Public Library Board of Trustees Meeting

Wednesday, February 9, 2022 at 5:30 PM at the Lee Library

Trustees present: Katrinka Pellecchia, Deb Schanda, Tom Coakley, Emily Woodall, Annie Gasowski;, alternate Peg Dolan; Library Director Hayley Van-Gils. Others present: Anne and John Tappan.

Minutes of previous meetings (Jan. 12 and Jan. 24) were approved as amended. Motion to accept (Katrinka/Tom); passed.

Treasurer's Report, Balances as of January 31, 2022: Operations,\$19,459; Non-lapsing,\$6,620; CD, \$13,431

Motion to approve SMP Invoice # 220109 for \$1,032 for January 24 meeting ( Katrinka/Annie); passed.

#### Director's Report

- Staff meetings will be 4th Wednesdays at 10AM with additional hour paid to staff; website has been updated using Weebly; Policy Manual needs review; the trustees will begin next month.
- New programs are being added.
- Staffing changes discussed.
- Lenharth Systems IT report and plans for remediation - Hayley will contact Lenharth Systems with questions before IT is updated

Employee Handbook finalized - motion to approve finalized Employee Handbook Emily/ Annie passed; Hayley will present to the staff

#### Grant expenditures and update

- NH Charitable Foundation Grant expenditures— items in the grant will be ordered through Lenharth Systems including movie license through the state. Motion to approve (Annie/Peg); passed.
- ARPA reimbursement for broadband - information from Andy Robertson is coming
- LCHIP and Moose Plate applications — discussion about writing grant applications for various library needs including IT, automatic door, lift, etc. LCHIP is open late Feb. and the Moose Plate deadline for intent to apply is early May; Tom is working on a NH Charitable Foundation application for another year of \$10k

Plans for "Meet the Candidates" — March 3, 2022 at 7:00 PM via Zoom; Annie will email candidates, Katrinka will introduce the candidates and moderate questions from attendees; publicize in Ecrier and NeighborLee Facebook page.

Other business:

- Contract received from SMP for next steps in renovation/addition — questions concerning hazardous materials, other items; Deb will contact SMP with questions
- ADA compliance discussed —John Tappan presented information from Department of Justice about ADA compliance including dimensions of doorways, stairs, etc.
- At the next meeting, the trustees will discuss goals for 2022-23.

**Per NH RSA 202-A:4-c III (b)** Public Meeting to accept \$100 donation in memory of Joanne Reed and \$100 in memory of Kathie Leitz; motion to accept (Deb/Tom); passed.

Town Voting Day March 8, 2022

Adjournment at 7:10 PM

Next regular meeting March 9, 2022; other meetings as necessary