

**Lee Public Library**  
**Board of Trustees Meeting**

Wednesday, June 8, 2022 at 5:30 pm at the Lee Library

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Present: Trustees Tom Coakley, Annie Gasowski, Katrinka Pellecchia, Emily Woodall; Library Director Hayley Van-Gils; Alternate Trustee Peg Dolan; John & Anne Tappan.

Minutes of previous meetings: Motion to approve the May 11, 2022 minutes – Peg/Emily; passed.

Treasurer's Report: Balances as of May 31, 2022: Operations -- \$13,455.83; Non-lapsing -- \$6986.13; CD/Savings: \$13,531.10. Due to Deb being out of town, the full treasurer's report will be presented at next month's meeting. There was discussion concerning end-of-year expenses; the trustees agreed to postpone that discussion until Deb has returned and the actual amounts are known. There was discussion about encumbering the unspent portion of the \$100,000 from the Library CRF; John Tappan explained the process – if a contract has been signed, that would be seen as a commitment and those funds would be encumbered, alternatively, the Select Board could approve extending the availability of the funds for an additional year, per RSA 32:7. Currently, \$15,117.08 has been approved to be taken out of the fund.

Director's Report. Hayley has to report again for jury duty on June 13<sup>th</sup>. The Friends approved purchasing replacement tents. Cheryl has been subbing. There is a volunteer who is willing to also be a substitute; after discussion, the trustees felt that the distinction between volunteer and substitute hours and duties should be very clear. Motions to approve the following policies – Fax Machine – Katrinka/Emily, passed; Gift Policy – Annie/Emily; passed. There was discussion concerning changes to the Mission Statement – the words educational clearinghouse were deleted and the trustees agreed that the description of the library would include the words safe, welcoming center for all. Motion to approve – Katrinka/Annie; passed. Hayley will make the changes on the website. Hayley's vacation request for August 12-19 was approved. Plans and volunteers are in place for the two weekends celebrating the 130<sup>th</sup> anniversary.

Library project: The estimate from Desmarais Environmental was discussed and approved and the trustees approved the contract with SMP for the next phase of drawings – Katrinka/Emily; roll call vote, passed.

Grants. The Moose Plate grant is due June 24; Tom will talk to NH Charitable Trusts next week about which projects are best to list as stand-alone grants.

Motion to enter in Non-Public Session per RSA 91-A:3 II (a), (c) – Roll call vote: Tom, Katrinka, Emily, Annie, Peg; passed. Motion to come out of the non-public session and seal the minutes – roll call vote: Tom, Katrinka, Annie, Emily, Peg; passed.

Motion to adjourn at 7:00 pm, Emily/Annie; passed.

The next regularly scheduled meeting is Wednesday, July 13, 5:30 pm at the library.