



Lee Public Library Trustee Monthly Meeting Agenda

<u>Topic</u>	<u>Time</u>	<u>Discussion</u>
Record keeping- Katrinka, Annie	5 min	<ul style="list-style-type: none"> • Review and approve minutes - 12/14/23 • Review and approve non-public minutes
Financials - Deborah, Hayley	20 min	<ul style="list-style-type: none"> • Treasurer's report • Invoices to pay: SMP (\$4,195), Milestone change order amount • Budget review from budget hearings
Renovations - Hayley, Deborah, Emily, (Mark)	20 min	<ul style="list-style-type: none"> • Update on Milestone & progress on schedule
Grants & Fundraising Annie, Katrinka (Peg)	10 min	<ul style="list-style-type: none"> • ARSL grant extension - report due 2/1/23 • Foundation: raffle \$246; Feb. 27 at 6 PM sign unveiling
Library Report - Hayley	15 min	<ul style="list-style-type: none"> • Record of staff sick, vacation, etc. • Foundation phone line • Upcoming programs
Human Resources - Hayley, Katrina	5 min	Schedule to review/ combine policies
Maintenance/CIP - Emily, Deborah, (Mark)	10 min	Maintenance of outside of building
Special Projects - Katrina	5 min	Use of new square card reader
Other Business	5 min	Voting day Jan 23

Wednesday, January 10, 2024, at 5:30 pm at the Lee Library

Public meeting to accept \$100 donation:

Move to enter into non-public session per NH RSA: 92-A:3 II (c). Roll Call Vote. (If needed)

Move to seal the Non-Public Session Minutes (if necessary). Roll Call Vote.

Prepared by Annie Gasowski

Next regular meeting February 14 at 5:30 PM; others TBD