



### 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"> <li>• Review and approve minutes - 11/8/23</li> </ul>
Financials - Deborah, Hayley	20 min	<ul style="list-style-type: none"> <li>• Treasurer's report</li> <li>• Invoices to pay: SMP, Milestone</li> <li>• ABC presentation of budget to Select Board</li> <li>• Budget review</li> </ul>
Renovations - Deborah, Emily, (Mark)	20 min	<ul style="list-style-type: none"> <li>• Electrical work on 12/11 rescheduled</li> <li>• Update on Milestone &amp; progress</li> </ul>
Grants & Fundraising Annie, Katrinka (Peg)	10 min	<ul style="list-style-type: none"> <li>• ARSL grant extension - report due 2/1/23</li> </ul>
Library Report - Hayley	15 min	<ul style="list-style-type: none"> <li>• Review of proposed fee increases</li> <li>• Square Terminal for credit card payments</li> <li>• Foster's Daily Democrat (thoughts on whether to purchase next year)</li> </ul>
Human Resources - Hayley, Katrina	5 min	Schedule to review policies
Maintenance/CIP - Emily, Deborah, (Mark)	10 min	Sign progress Maintenance of outside of building
Special Projects - Katrina	5 min	
Other Business	5 min	ABC presentation of budget to Select Board

Wednesday, December 13, 2023, at 5:30 pm at the Lee Library

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

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

Prepared by Annie Gasowski

Next regular meeting January 10 at 5:30 PM; others TBD