

## Regular Meeting Minutes

Preston Public Library Board of Trustees  
Monday, February 8, 2021 @ 6:30 pm (virtual)

Call to Order 6:30 pm by President Kate Allingham.

Present: Kate Allingham, Pat Bell, Kelly Ennis-Davis, Edie Sowa, Diane Deedy (Director)

Acceptance of previous meeting minutes

- January 11, 2021 Special Meeting: Motion made to accept the minutes by Pat; seconded by Edie; motion was unanimously passed.
- January 20, 2021 Special Meeting: Motion made to accept the minutes by Kate; seconded by Kelly; motion was unanimously passed.

Public Comment: None

Treasurer's Report: as of February 8, 2021 was submitted and filed for audit.

Correspondence: Letter from IRS regarding 501c3 filings for prior fiscal years

Director's Report

- Appointments and curbside pickup continue; 5 patrons at a time
- Circulation figures steady
- Received quote from ISS Alarms. Kate motioned to accept quote; Pat Bell seconded; unanimously passed.
- Sink faucet fixed by DeLia plumbing; will pursue quote for additional plumbing/septic work
- Discussion about removing existing stacks to make way for new
- Staff continue reporting to work in person; weeding continues and work on programming
- Considering p/t bookkeeper; intern from Three Rivers began
- Awaiting LION Consortium decision
- Town funds requested for month; biggest expenses were electricity, heating oil
- New checking account at Chelsea Groton in place

Old Business

- Strategic/Long-Term Plan - Focus Group in Spring - to document progress already made and update plan
- Financial Audit/Annual 501(c)(3) Filing - documentation for annual audit submitted to Doherty, Beals & Banks
- Revenue/Fundraising - discussion regarding various avenues available
- Summer Reading/Learning Program - ideas for virtual and socially distanced offerings
- Budget Submission - request for FY 2021/2022 completed and submitted to the Town

## New Business

- Book give away by the Friends is closed
- Director getting quotes for library website redesign

## Friends of the Library Report

- Will continue to display books in lobby for sale
- Exploring display case to highlight products from local artisans and businesses

Public Comment: None

Motion made by Kate to enter executive session at 7:39 p.m. (performance review), seconded by Kelly; passed unanimously; Motion made by Kate to exit executive session at 8:15 pm; seconded by Pat; passed unanimously.

Motion to adjourn meeting at 8:17 made by Kate, seconded by Edie, passed unanimously

Respectfully submitted,

*Edie Sowa*

Edie Sowa

BOT Secretary

Next Meeting: March 8, 2021

## Ongoing Business:

PPL Personnel Policies & Procedures Manual; updates in process

PPL Policies, Statements & Goals Manual (revised and approved 2017)

PPL Board Financial Policies & Procedures Manual (revised and approved 2016)

PPL Board of Trustees Bylaws (amended August 2019) HVAC Service and Maintenance Schedule