

REGULAR MEETING

Preston Public Library Board of Trustees
Monday, April 12, 2021 @ 6:30 pm (virtual)

1. Call to Order 6:35 p.m. by President Kate Allingham

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

2. Acceptance of previous meeting minutes

- a. February 8, 2021 Regular Meeting: Motion made to accept the minutes by Edie; seconded by Kate; motion was unanimously passed.
- b. March 8, 2021 (No minutes – lack of quorum)

3. Public Comment: None

4. Treasurer's Report: As of April 12, 2021 was submitted.

5. Correspondence: Email from town regarding Ethics training for BOT members

6. Director's Report:

- Library open to public without appointments; masks, social distancing, cleaning measures still in place.
- Circulation figures are up.
- Receiving quotes to clean HVAC system by Service Master and Stanley Steamer. Motion made by Kate to approve HVAC cleaning system up to \$1,500 and seconded by Kelly; unanimously passed.
- World Energy provided proposal for a change to LED lighting.
- Seeking quotes to have septic system pumped.
- Kristine Rosal hired as Library Assistant II.
- Staff working with Preston Historical Society on digitization.
- March 2021 town funds requested; biggest expenses were electricity, heating oil and books.
- National Library Week went well.
- Weeding project is completed.
- Grant application to Chelsea Groton Foundation for additional mobile shelving will be submitted this week.
- LION membership is still pending.
- Policies and Employee Handbook of the Preston Public Library is being updated.

7. Old Business

- a. Strategic/Long-Term Plan - Focus Group in Fall
- b. Financial Audit/Annual 501(c)(3) Filing; Doherty, Beals & Banks reviewing
- c. Revenue/Fundraising: pending LION membership
- d. Summer Reading/Learning Program is being finalized

e. Website Redesign: on hold pending LION

8. New Business

- Proposed change to by-laws (definition of quorum): Motion made by Kate to amend the Board Members and Duties Section to clarify the wording under #9; seconded by Kelly; unanimously passed.

9. Friends of the Library Report : None

10. Public Comment: None

11. Adjournment: Motion to adjourn meeting at 8:03 p.m. made by Kate, seconded by Kelly, unanimously passed.

Respectfully submitted,

Eddie Sowa

Eddie Sowa
BOT Secretary

Next Meeting: May 10, 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