

Draft
Board of Trustees
Hollis Social Library
February 12, 2024

Trustees present: Sarah Booth, Tom Jagatic, Amy Kellner, Laurel Lang, Merle Carrus

Trustees excused: Jonie LaBombard, Jen Squires

Also present: Tanya Griffith, Library Director

1. Meeting called to order at 7:00 pm.

2. Public input:

The Board of Library Trustees welcomes public comment for up to 2 minutes per person. The board is not obligated to respond or engage in a discussion. The Board will take comments under advisement, and, if appropriate, may set the item for discussion at a future meeting.
None.

3. Correspondence:

None.

4. Minutes from January 8, 2024 (Public and Non-Public Sessions) approved.

5. Treasurer's Report-Sarah Booth

Expenses are on track. Trustees discussed writing a policy of responsibility in regards to funding for projects between the library and town. Motion was made by Tom to accept the Treasurer's Report. Seconded by Merle, motion passed with all in favor.

6. Director's Report-Tanya Griffith

Tanya and the staff met with a new company for ordering books. There have been some problems with the current vendor, so a change will be made with evaluation in the future. A motion was made by Sarah to accept the following gifts and donations:

\$200 from Patricia Lazare

\$500 from the Friends for Winter Reading Program

\$210 from donation jars at the desk

\$2,860 from the Friends for museum passes

Seconded by Merle. Motion passed with all in favor.

7. Unfinished business

Front steps have been replaced and will be finished when the weather is warmer.

Merle made a motion to spend needed funds up to \$2,600 to repair the sump pumps in the basement to bring it up to DOL requirements. Tom seconded, motion passed with all in favor.

8. New Business

The library investment policy was reviewed as required yearly. Merle made a motion to accept the policy, Tom seconded. Motion passed with all in favor.

The Trustees reviewed and discussed the performance of the Rideout Trust Investment for 2023.

The security camera server needs replacement, and will be funded by the town. Tom made a motion to replace, Sarah seconded. Motion passed with all in favor.

Overdrive has recommended a change in the procedure for pin numbers for increased security. This will start May 7, with publicity in March and April to explain the procedure. Tanya will look into forcing a password reset to simplify the process.

Professional staff development is scheduled for June 3. Sarah made a motion to approve the library closing on June 3 from 10:30-2, opening 2-5. Merle seconded. Motion passed with all in favor. There will be a second professional development day scheduled for later in the year.

9. Motion was made by Tom to go into non-public session at 8:30 pm. Motion passed with all in favor.

10. Motion was made to seal the minutes of the non-public session until April 15, 2024. Sarah seconded. Motion passed with all in favor.

11. Motion was made by Sarah to adjourn at 8:45 pm, seconded by Tom. Motion passed with all in favor.

Respectfully submitted,
Laurel Lang
Acting Secretary