

**Milton Free Public Library Trustees Minutes**

**June 10, 2020**

**Milton Free Public Library**

13 Main Street, PO Box 127, Milton Mills, NH 03852

Ph. 603-473-8535 www.MiltonFreePublicLibrary.org

**Roll Call Attendance:** Trustees; Nancy Drew, Miranda Myhre, Anne Nute, and Library Director, Betsy Baker were present.

The meeting was called to order at 1:12 PM by Chairperson, Anne Nute. Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04 this public body is authorized to meet electronically. The entire public notice of the necessary information for accessing the meeting was posted on Friday, June 5 2020. Instructions on how to access the meeting were provided on the website of the Town of Milton.

The Minutes of the May 13, 2020 meeting were distributed and approved as written. Miranda Myhre moved, seconded by Anne Nute that the minutes be accepted as written. All in favor. Motion carried. Anne Nute aye, Miranda Myhre aye, Nancy Drew aye.

The minutes of the May 13, 2020 Nonpublic session RSA 91-A:3 (a) were distributed. The minutes were approved as written. Anne Nute moved, Miranda Myhre seconded. The motion carried. Anne Nute, aye; Nancy Drew, aye; Miranda Myhre, aye. Miranda Myhre moved to seal these minutes indefinitely. Anne Nute seconded the motion. Motion carried. Anne Nute, aye; Miranda Myhre, aye; Nancy Drew, aye.

**Librarian’s Report:** Library Director Betsy Baker distributed the report for the June Trustees meeting. After a thorough review, the Trustees recommended that the written report will be placed on file with the minutes in the library office. Miranda Myhre moved to accept the Library Director’s report. Anne Nute seconded. All in favor, the motion carried. Miranda Myhre, aye; Nancy Drew, aye; Anne Nute, aye.

**Treasurer’s Report:** Miranda Myhre, Treasurer reported that we have had no deposits and no withdrawals from the checking account. Interest is $.03. The May 31, 2020 balance is $3,068.93. The guilt jar for January and February yielded $28.50. It was double counted and will be deposited in the trustees checking account at the Citizen’s Bank. Library Director Betsy Baker reported that appropriate records for 2019 have been sent to the town auditor. Anne Nute moved to accept the Treasurer’s report, Nancy Drew seconded the motion. All in favor, the motion carried. Anne Nute, aye; Miranda Myhre, aye; Nancy Drew, aye.

**Library Reopening Discussion:**  Betsy reported that employees are returning. During work hours there will only two employees in the building. Director Betsy will the one present with the pages for now. Employees have been calling as many patrons as possible to notify them that the drop box is open, and that contactless porch-side pickup will be starting. The information is posted on Facebook and the MFPL web page. Flyers will be posted in Milton and Milton Mills. Employees are also working on sanitizing and re-shelving books.

The Interim Service Plan ( a written report on what is being done now) and the Pandemic Policy ( a written policy on what will be done in the future) were discussed. Nancy Drew moved, and Miranda Myhre seconded the motion to review and reconsider the Interim Service Plan at the July meeting. Anne Nute, Aye; Nancy Drew, Aye; Miranda Myhre, Aye. The motion carried. Miranda Myhre moved and Anne Nute seconded to review and reconsider the Pandemic Policy at the July meeting. Anne Nute, Aye; Nancy Drew, Aye; Miranda Myhre, Aye. The motion carried.

**Other Business:**

Betsy Baker explained that she would like to reformat employee job descriptions using a template provided by Town Administrator Ernest Creveling. Betsy agreed to have available information on the old format as well as the new one to facilitate discussion. Trustees also asked to discuss the Director’s job performance review at the July meeting.

There were no public comments. The next meeting is scheduled for Wednesday, July 8, 2020, at 1:00 PM; location to be determined.

The meeting was adjourned at 2:10 PM, moved by Miranda Myhre, seconded by Anne Nute. All in favor the motion carried. Anne Nute. aye; Nancy Drew, aye; Miranda Myhre, aye.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anne Nute Miranda Myhre Nancy Drew