



# Milton Free Public Library

13 Main Street, PO Box 127, Milton Mills, NH 03852  
Ph. 603-473-8535 [www.MiltonFreePublicLibrary.org](http://www.MiltonFreePublicLibrary.org)

## Milton Free Public Library Trustees Minutes July 16, 2020

**Roll Call Attendance:** Trustees; Nancy Drew, Miranda Myhre, Anne Nute, and Library Director, Betsy Baker were present. The meeting was called to order at 1:05 PM by Chairperson, Anne Nute in the meeting room of the Milton Town Office.

The Trustee meetings originally scheduled for July 8 & 9 were not held.

The Minutes of the June 10, 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.

**Librarian's Report:** Library Director Betsy Baker distributed the report for the July 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 a beginning balance for June 1, 2020 is \$3,068.93. One withdrawal included: Check #1196, \$90 for trustees' NHLTA dues. One deposit included \$28.50 from the "guilt jar". The interest for June 2020 is \$0.02. The June 30, 2020 balance is \$3,007.45. The report also noted that Chairperson Anne Nute and Treasurer Miranda Myhre went to Citizens Bank to update the signature card, by removing names of former trustees and assigning check writing privileges to Anne Nute and Miranda Myhre. Nancy Drew moved to accept the Treasurer's report, Anne Nute seconded the motion. All in favor, the motion carried. Anne Nute, aye; Miranda Myhre, aye; Nancy Drew, aye. Library Director Betsy Baker explained the expenditure report process. She will send the report every month electronically to the trustees.

**Library Reopening Discussion:** Betsy reported that the library is experiencing success with porch-side service. The library will continue to open in stages, and will open to the public when all of the employees are in agreement.

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 reviewed, discussed, and reconsidered. Nancy Drew moved, and Miranda Myhre seconded the motion to accept as proposed the Interim Service Plan and the Pandemic Policy. Anne Nute, Aye; Nancy Drew, Aye; Miranda Myhre, Aye. The motion carried.

Employee job descriptions and evaluation forms were reviewed and discussed. Library Director Betsy explained the process. She evaluates the employees, and the trustees evaluate the director, using the templates provided by Town Administrator Ernest Creveling. Anne Nute moved and Miranda Myhre seconded the motions to accept the formats as they were presented. All in favor, the motion carried. Nancy Drew, Aye; Anne Nute, Aye, Miranda Myhre, Aye.

**Building Assessment Study:** Correspondence regarding the Milton Public Library Building Assessment was reviewed and discussed. In order to apply for future LCHIP grants, the N.H. Preservation Alliance requires that a building assessment report must be on file. Anne Nute moved, seconded by Nancy Drew to accept the Preservation Company proposal for the assessment study. All in favor, the motion carried. Anne Nute, Aye; Miranda Myhre, Aye; Nancy Drew, Aye.

Anne Nute moved, seconded by Nancy Drew to have Library Director, Betsy Baker prepare the grant application to the NH Preservation Alliance to help fund the costs for the building assessment by the Preservation Company. All in favor, the motion carried. Anne Nute, Aye; Miranda Myhre, Aye; Nancy Drew, Aye.

**Other Business:** Library Director Betsy Baker gave a thorough explanation of the Milton town budget process and the CIP (Capital Improvement Plan). She also explained the new electronic time card system for all library employees as well as the petty cash and check request process. Any expenditures over \$1,500 must be approved by the trustees. The Trustees agreed to send a letter of support to the library staff.

The meeting was recessed at 2:10 PM to go into non-public session: RSA 91-A:3 11 (a). Miranda Myhre moved, Anne Nute seconded. All in favor, the motion carried. Nancy Drew, Aye; Miranda Myhre, Aye; Anne Nute, Aye.

At 2:23 Anne Nute moved, seconded by Miranda Myhre to return to regular session. The motion carried, all in favor. Nancy Drew, Aye; Miranda Myhre, Aye; Anne Nute, Aye.

There were no public comments. The next meeting is scheduled for Wednesday, September 9, 2020, time and location to be determined.

The meeting was adjourned at 2:25 PM, moved by Miranda Myhre, seconded by Anne Nute. All in favor the motion carried. Anne Nute, aye; Nancy Drew, aye; Miranda Myhre, aye.

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Anne Nute

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Miranda Myhre

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Nancy Drew