

Hill Public Library Board of Trustees Meeting Minutes --September 1, 2021

Meeting to Order: 3:35pm                      Called to Order by: Frank                      2nd: Dawn

Chair: Frank Marsh (Present)                      Treasurer: Patty Lovejoy (Resigned via email)  
Secretary: Dawn (Present)                      Librarian: Lynn Christopher (Present)  
Other: Lisa (Selectman's office)(Present)

Did not hold August 10th meeting as only Frank and Dawn were present. Patty gave her resignation via email just a few minutes before the meeting was to begin. We decided to postpone the meeting until we had the financials in hand. We needed to call the emergency meeting as we will not be available on September 14th.

Librarian's Report: Month of July

Open: 18  
Patrons: 152                      ( 1 Curbside pickup- 0 Deliveries)  
Computer Usage: 15 total: 14 adults 1 child  
Material Circulation: 145  
Downloadable books: 64  
Inter Library Loan (I.L.L.): 11 borrowed 15 loans

Librarian's Report: Month of August

Open: 16  
Patrons: 177                      ( 0 Curbside pickup- 0 Deliveries)  
Computer Usage: 4 total: 4 adults 0 children  
Material Circulation: 163  
Downloadable books: 58  
Inter Library Loan (I.L.L.): 11 borrowed 13 loans

Lynn met with our CLiF rep and the other grant recipients virtually to review the process. Lynn will be meeting with Dr. Connelly at the school 9-7-21 to go over details and potential dates for our events.

Approved: Frank                                      2nd: Dawn

New Business:

1.) Patty's resignation as a Trustee and as Treasurer: Her resignation came in via email to the board on August 10th. When Lynn came in to work on August 24th she found that Patty had dropped off the audit information, financials, checkbook, and key fob to Lynn's desk. Lynn sent this information via email.

2.) One of us need to be available on Sept. 16th for Lisa and the audit. Frank and Lynn stated that they would be available when we know the time.

3.) Filing financials: Frank will take home financial records to look over and organize the bills not filed yet. He will pay past due bills to make sure everything is up to date. All records will be in a lockable cabinet at the library for Trustee

access. Dawn and Frank will go to the bank to remove Patty and add Frank.

4.) Lisa was given the audit binder as well as Patty's key fob at the end of the meeting. Again, either Lynn or Frank will be available for the Audit on the 16th. Lisa will check on the length of time a backup Trustee can serve.

5.) Frank will print copy of Patty's resignation and submit it to Lisa and Shelly. Once submitted will be requesting a public posting on the town web site for a new Trustee.

Next Meeting to be held: October 12th at 2pm

Moved to adjourn: Dawn                      2nd: Frank                      time: 4:35pm