

Approved
JPL Trustee Meeting Minutes
April 12,2022

Meeting opened: 6:46.

Those present Liz Milligan, Chair, Joy McCorkhill, Director, Leslie Seppala, Bette Bovio, Brenda Roy and Jeanne Kenison.

The March 15, 2022 minutes were reviewed by the trustees and 1 correction made. Liz made a motion to accept the minutes w/ 1 correction and seconded by Leslie. The motion was passed by all trustees.

The treasurer's report was reviewed by all trustees. The balance for the savings account as of March 31 is \$6,095.80; the checking account, \$8,498.61; the windfall account, \$192,105.86. Liz made a motion to accept the treasurer 's report as written and seconded by Bette. All trustees passed the motion.

Director's Report

Normandeau Trucking was paid \$5,300 (39% less than the bid) for completion of moving the library. Emma has been helping to organize the children's, videos, books and DVD's.

Joy's goal is to have the JA, video/ audios and fiction organized before the library opens on April 18.

Joy received Sheelah's quote for the signage and the \$350 quote includes 2 signs: free standing sign and double faced sign to hang under the JCC sign. The additional costs include either flat painted lettering at \$1800 or 3 dimensional lettering for \$3300; digitalized artwork for \$420. She is asking for a 50% deposit before beginning her work. Trustees felt that 3 dimensional lettering would be best and will ask Sheelah if the sign could be linear to hang at the side of the sign. Joy will ask her.

Planning on the open house for June 18.

Joy said that the desk will be ready next week and discussed options for moving the desk to the library. Joy thought a trailer would be best as it has a 105" front and is possibly in 3 parts. Liz will ask Norm if the town would be able to help with this. Joy stated that the countertop quote uninstalled is \$1800 and \$4200 installed. The cost of the installed countertop and desk would still be less than quoted by Demco. Liz made a motion to accept the \$4200 Corian Countertop to be installed by Northwood Manufacturing . This was seconded by Bette and all trustees passed the motion.

Trustees discussed the new key code to the library and back up keys that will be coming up in the future as battery lasts 1 year.

New library emails with a “.org” address will be issued under the library website.

The library drop box will be set up outside the library door from the non fiction room. Brenda's husband Bob will cut the bolts and, with help, move the box to the JCC.

New Business

Liz stated that the last 2 endowment checks should be arriving tomorrow. The lawyer has received the donor's name. She has researched this and has approved the name. Liz will ask for letter to document this clearance.

Joy stated that the furniture order for the library will be completed once 6 more sets of chairs (1 pair /set) to go around the 42” table and to pair up with 2 smaller tables.

Leslie and Bette measured the windows for curtains and will contact Curt 'n Rod in Woodsville to order them.

Liz is still working on whether we can put the book sale table out in the corridor by the library entrance.

Trustees discussed the new scholarship the trustees have set up. Liz made a motion for the scholarship to be named the Jefferson Library Trustee Scholarship, seconded by Bette and passed by all trustees. Joy will contact WMRHS about getting applications to review for next meeting.

Next meeting 5/10/22

Meeting adjourned 8:06

Jeanne Kenison, Secretary