

# **STEPHENSON MEMORIAL LIBRARY TRUSTEE**

## **MEETING AGENDA 10-14-2020**

1. September's Monthly meeting minutes as amended
2. Treasurers Report
3. Director's report and ....
  - Computer purchases
  - IT (Steve) on installing one of our old computers at the Commons
  - Cleaning instructions of the foyer
  - Tree removal
  - Reopening of the Library (how did it go?)
  - New Hire(s)
  - Upcoming Library events
  - 1<sup>st</sup> review of the 2021 proposed Budget
  - COVID-19 .... New air purifiers.
4. Moose Fund Grant  
Merrill Fund Income, Friends of the Library, Library Trustee Access. Email from the Friends of the Library. See below in Diane's action item.
5. Proposed Personnel Policy update

### **Short-term goals**

1. Front tree needs to be cut down.
2. Budget for 2021

### **Jean's Action items:**

**Diane... Results of the contact with the NH Charitable foundation  
Update on Select Boards request for this year's budget accommodation.**

**Kathy... Write a thank you note for our latest donation of \$100 in memory of Merle Miner and  
to find out if it is to be dedicated or to use it in general.  
Creation of a Donation Book.**

**Mary Ann... Request the Friends of the Library forward a monthly statement of the Merrill  
Fund Income Balance.  
Start monthly files folders for bills and receipts for each month (suggested by the auditors).  
Invite Bill Harper to our meeting concerning the tree.**

**Bruce... Meeting of the Grant subcommittee with Barbara Miller**