**Nelson Library Board of Trustees Meeting – Tuesday, October 8th, 2019**

Call to Order 5:36 PM

Roll Call:  Kris Finnegan, Kathleen Vetter, Susan Peery, Laurie Smith, Russ Thomas & Gretchen Ezell (alternate), Lew Derby absent

Susan moved to accept August minutes.  Russ seconded.  September 2019 minutes were approved.

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**Librarian’s Report**:

Matthew Hale does not work on web pages.  He suggested that Kris look into WIX as an alternative to Square Space.  Kris needs to contact WIX to ask questions about website protection and hosting a website calendar.  She has been moving some website material over to WIX and find’s it user friendly.  You can view the whole website screen on your iPhone with WIX.  Do we need to budget more for WIX in 2020?  Kris thinks it will cost less than our current website support.  She will contact WIX before our next meeting.

ORML will host the October meeting of the Nubanusit Coop this Thursday.  Three Friends of ORML have offered to bring refreshments.  Kris will move the meeting to the lower level meeting room to avoid polyurethane fumes in the library.  Fumes from oil based polyurethane currently being applied to the Town Hall entry area are creating a problem for Kris. (We moved our trustees meeting to the lower level meeting room because Kris

and some of the the trustees were effected by the fumes.)  Kris will come to the library at the usual opening times and evaluate fume intensity.  She may have to put a large sign on the library door stating that the library will be closed until the time that Heidi or Brenna can be there.  Trustees back this decision.

Kris had 11 people attend Monday @ 11:00 programs on 9/23 & 9/30.  She’ll consider scheduling more programs at this time.

**Correspondence:**Russ and Gretchen sent out thank you notes to all forum presenters and musicians and to Judy Waterston.  Russ bought stamps and ordered 50 more notecards.  They should be ready shortly.

**Treasurer’s Report**:  Checking account balance is $3,052.81.  TD Bank Memorial Fund balance is $25,610.41.  The Raymond James monthly statement has not yet arrived.  We discussed checking in with the town before 12/31 regarding remaining library funds.  Kathleen moved that we accept the treasurer’s report.  Susan seconded.  The treasurer’s report was accepted.

**External Meetings:**On 10/25 the Dublin library will host a regional trustees meeting from 12:00-2:00.  Trustees should bring a lunch.  Susan, Laurie & Russ plan to attend.  Gretchen may join them.

**Old Business:**Laurie contacted a couple of cleaning services located in Keene.  Service Master did not return her call.  Tri-State Restoration, LLC met with Laurie at the library on 10/2.  They measured rafters, ceilings etc. and assessed the job, coming up with an estimate of $945.  We need to bring this to the selectmen and expect that they will want the cleaning scheduled by November.  The estimate includes cleaning library windows both inside and out.  We discussed taking the windows apart.  They have a storm window pane held on by small tabs.  The inside of the storm pane & inside of the outer pane have become cloudy.  We agreed that this was not a job for the cleaning service and discussed a volunteer effort  to clean these panes.  Durling cleans windows. Susan Hansel is very impressed with them and has recommended them for the library.

The Friends have approved buying new mats for the library doors.  Heidi has a catalog that they dropped off.  Kris will get back to them regarding which mats the library would like. The Friends would like to use the old mats for the library lower level meeting room.

Lew, Laurie and Susan went through library records and found more original documents regarding memorial funds.  They moved these documents upstairs to the locked cabinet.  They also organized the files.  Laurie will shred old bills that we no longer need to keep.  Lew is working on a memorial funds document.

Susan will have a draft for a Grapevine article on planned giving ready for our next meeting.

**New Business:**We plan to have our budget ready for our next meeting as the selectmen would like it by mid-November.  Laurie will go over the proposed 2020 budget with Lew.  We would like to budget $500 for contingency so we can replace a computer and printer if needed.

Susan moved that we adjourn.  Laurie seconded.

Meeting adjourned at 6:57 PM

Next Meeting Tuesday, November 12th, 2019, at 5:30 PM

Respectfully submitted, Kathleen Vetter