**Trustees’ Meeting Olivia Rodham Memorial Library**

**Monday, September 19, 2022, 3:00 PM**

**I. CALL TO ORDER** at 3:05 PM

Present: Anita, Gretchen, Lew, Judith (alternate), Jen (alternate, acting as secretary in Jan Perry’s absence)

**II. AUGUST MINUTES** - Motion was made by Lew to approve the minutes of August meeting, seconded by Gretchen, motion passed.

**III. LIBRARY DIRECTOR REPORT**

1. **Past Events –** The Frank Lloyd Wright program was very successful with about 35 people in attendance. It was noted that the sun made viewing the projection on the screen difficult.
2. **Upcoming Events -**

**Wednesday September 21** in person book group *Moonwalking with Einstein* by Joshua Foer to be rescheduled TBA.

**The Monadnock Environmental Education with the Conservation Corps** will be holding a series of educational programs. The board was encouraged to spread the word and attend any and all events. Discussion ensued about how to schedule and advertise to appeal to as many school age children as possible, perhaps by offering library sponsored events at the school.

*Sept 22 at 1:30 Animal Adaptation*

*Sept 28 at 3:30 Trees*

*Oct 3 at 1:30 Glacier Evidence in New Hampshire*

**Wednesday October 5** 6 – 7:30 *Hour of the Witch* by Chris Bohjalian ZOOM book group.

**Tuesday October 11** 12:00 – 1:00 Cookbook Book Group

1. **ZOOM -** Due to continued low attendance to ZOOM programs, it was unanimously decided to not renew the library’s ZOOM subscription ($150). We can still use ZOOM for free as long as meeting/program does not exceed 40 minutes. Should we absolutely need it, we can renew at any time.
2. **Book Donations** – Discussion about how to clarify desired versus unwanted types of book donations. Book donations will not be accepted until sometime in November when an article in The Black Fly will advertise times to bring donations to Lower Level for review and possible acceptance. The types of donations that will NOT be accepted include puzzles, CD’s, DVD’s, textbooks, encyclopedias, Readers Digest condensed books, or manuals. Kris will continue to screen donations before they are sent downstairs based on a published list.

**IV. TREASURER’S REPORT (Lew)**

Lew presented the treasurer’s report and felt all was on track for halfway through the year and the checkbook balanced. He commented that the Raymond James account was down $16,000. Motion made to Accept the Treasurer’s Report, seconded and motion passed.

**V. CORRESPONDING SECRETARY REPORT (Gretchen)**

Gretchen noted that the following thank you notes went out: Dan Craici for hanging work in the library, and to William Waterson for his Frank Lloyd Wright presentation.

**VI. LIBRARY POLICIES REVIEW**

1. Request for Reconsideration of Materials was reviewed by Karen and the revised policy and form were passed unanimously after a motion by Lew, accepted by Gretchen.
2. Discussion ensued about a procedure of how to document and store revised policies. A folder will be created on the library computer to hold digital copies of policies. A printed manual version will be in the library as well. Each policy should be documented with review, revised and next review date either on the policy or in an Excel document.
3. **REVIEW OF LIBRARY HEALTH AND SAFETY PROTOCOLS** reviewed and agreed to continue current policy regarding masks.

**IX. OLD OR UNFINISHED BUSINESS**

Lew emphasized that the purchase of a so called “piecemeal system” consisting of individual web cameras, microphones, and sound mixer in lieu of the OWL needs to be accomplished sooner rather than later. Lew also noted that the purchase of a moveable large screen TV could have solved the Frank Lloyd Wright presentation visual difficulties.

The review and discussion of the organizational framework of policies was tabled.

Next meeting October 17, 2022 at 3:00 PM. Anita will not be in attendance and Lew agreed to serve as chair person.

**Motion to adjourn**, seconded, motion passed.

**Meeting adjourned** at 4:12 PM