

**Deering Library Board of Trustees
762 Deering Center Road
Deering NH 03244**

Minutes of November 1, 2021

Trustees present: Chair Betsy Holmes, Eric Stauffer, and Susan Thomas

The meeting was called to order by Chair Holmes at 7:07 pm

Minutes: Unanimous vote to accept the minutes of October 12.

Update on Board Business –

Checking account; Eric Stauffer reported that checks have been ordered for the library checking account, but he has now been contacted by TD Bank to go in person and verify his ID. The Trustees are prepared to close this account with TD Bank if access issues are not resolved soon.

Bills to Pay; Jim Craig Electric has submitted a bill for 4 pendant lights that were ordered to replace defective lights in the library building. The bill was submitted to the town Administrator on Monday 10/25, along with a W9 and proof of insurance, as well as the PO requisition.

End of Year Spending; Jim Craig Electric has scheduled to update the electrical service in the library building during the first week of December. The Trustees have agreed that payment for this work will come from the remaining operating funds for 2021, which was verbally approved by the Board of Selectmen at their meeting on 10/21. The PO requisition submitted to the Town Administrator on 10/25 was a blanket PO request for all the electrical work and fixtures.

Report on BOS Meeting on October 21; Betsy Holmes reported that the Board was very positive about our success in obtaining the Moose Plate Grant. A suggestion was made to use the full grant to install the stairs and walkway from the Town Hall parking, as access to the building should be the priority. The Trustees are all in favor of this suggestion. Fundraising for the library was also positively received by the BOS, however there was no direction on the required paperwork to file with the State, which will need to be researched.

Revised Scope of Work for Moose Plate Grant Award; Betsy submitted a draft of a 'Revised Scope of Work' for the grant, which requests use of the full \$9,961 for the stone walkway. This document was reviewed and unanimously approved by the Trustees, and will be submitted to Amy Dixon at the New Hampshire Division of Historic Resources (Moose Plate Grant). Betsy has already emailed the suggestion to Amy and received a positive response. The signed MPG contract will be submitted once a current Certificate of Insurance is obtained from the Town Administrator. Betsy will speak to Julius Peel about our ability to use the Town's tax ID number to receive the grant money. She will also ask Julius the proper procedure for RFPs.

Budget for 2022; The Trustees finalized the details of the library budget for 2022. The budget is very similar to the prior year, bottom line. Betsy will attend the Budget Committee meeting on November 23rd.

Other discussion; There was no other discussion this month.

Betsy made a motion to adjourn the meeting at 8:10 pm.

The next meeting will be on December 6 at 7:00 pm in the Town Hall.

Respectfully submitted,
Susan Thomas