

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

Minutes of 11 August 2020

Trustees present: Chair Betsy Holmes, Gary Samuels, Susan Thomas

The meeting was called to order by Chair Holmes at 5:54 pm

Minutes: Unanimous vote to accept the minutes of 6 July meeting was taken at 6:00 pm

Gift: Unanimous vote was taken to accept the gift of \$1004.00 from Cynthia Krill for the purchase of the Past Perfect software and multi-media package, as discussed at the meeting July 6th. Also, a unanimous vote was taken to reimburse Gary Samuels for using his personal funds to purchase the Past Perfect software and accessories.

Little Free Library Update: The LFLs were refilled on July 17 and July 31 by Sue Thomas. The box at the Reservoir boat launch / beach area was almost empty on July 31, so it was discussed that the LFL at the lake would be checked weekly through Labor Day. Betsy Holmes will refill both LFL boxes for the remainder of August through to September 4th. Sue Thomas will refill the LFLs in September. It was agreed that responsibility for exchanging books in the LFLs would be shared by Betsy and Sue on a rotating monthly schedule. After October 1st the LFLs will only be refilled monthly.

Past Perfect: The Trustees discussed meeting to review the training discs for the Past Perfect software together. Betsy will load the software on the library laptop, and contact the trustees with possible dates for training. Betsy will select some sample historical documents to enter for training purposes.

Library Policies and Procedures: The Trustees discussed creating / updating policies and procedures for the library. There were many policies that should be addressed, but 3 were prioritized and each assigned to a trustee. Betsy Holmes will write a policy for use of the library laptop, Gary Samuels will write a policy for use of the library budget and the financial process, and Sue Thomas will write a policy for the Little Free Libraries.

School House Library Update: There was discussion about moving / altering existing shelving in the library. We will seek volunteers to assist with the shelving project. Betsy will ask the Town Building Inspector to look at the building and recommend any maintenance that should be addressed.

Betsy made a motion to purchase a plaque stating New Hampshire State Historical Status for the schoolhouse library. The Trustees unanimously approved purchase of the plaque for \$50.00.

Betsy will also look into replacing the sign on the front of the building with name and date.

Gary Samuels suggested that we open the library building on Saturday mornings to offer recent books for check out. There was discussion that the library currently has no space for the public to enter. Gary offered his time to sit on the library porch and make recent books available without the public having to enter the library.

Betsy made a motion to adjourn the meeting at 7:00 pm

Respectfully submitted,
Susan Thomas