

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

Minutes of October 5, 2020

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

**The meeting was called to order by Chair Holmes at 6:08 pm**

**Minutes:** Unanimous vote to accept the minutes of September 14.

**Policies and Procedures:** The Trustees voted unanimous approval of the policies and procedures for Laptop and Computer Use, Social Media, Financial Protocols and Policies, and the revised Little Free Libraries policy. The four updated policies will be submitted by Betsy for posting on the Deering website.

**Schoolhouse Library Update:** The work day on September 19<sup>th</sup> was very successful. The Trustees, along with assistance from Ralph Holmes and Mike Thomas, moved library shelving, cleaned shelving, floors, and walls, and organized the existing books. It was mentioned that brackets are needed to secure the shelving to the floor for stability. Betsy is looking into a new library sign with Maine Line Graphics in Antrim. Betsy will also pursue a request for Mike Borden to inspect the library and give recommendations for improvements to the building and the possible addition of a heat source.

**Budget for 2021:** Gary provided a spreadsheet of budgeted items for the past four years, and a narrative for the budgeted items for 2020, to start the discussion for the proposed budget for 2021. It was agreed by the trustees that the budget will be very similar for 2021, with the one addition of a budget line for software support for the new Past Perfect software. Betsy will provide Gary with the figure for the second year of software support as well as the figure for virus software, to be included in the budget proposal. It was also decided that print periodical subscriptions will not be renewed for 2021. The budget amount for Youth Programs will be moved to the account line for Community Education, as this better reflects the types of programs expected to be presented.

**Past Perfect:** The Trustees agreed to begin training on the Past Perfect software after November 1<sup>st</sup>.

**Other discussion:** Betsy reported that she received notice of complimentary membership in the New Hampshire Preservation Alliance due to the state historical designation for the schoolhouse.

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

Respectfully submitted,  
Susan Thomas