

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

Minutes of April 5, 2021

Trustees present: Chair Betsy Holmes, Susan Thomas, and also present: Eric Stauffer, and Town Administrator Russ McAllister
The meeting was held remotely

The meeting was called to order by Chair Holmes at 6:30 pm

Minutes: Unanimous vote to accept the minutes of February 1.

Trustee Update: Betsy Holmes reported that she received written notice from Gary Samuels tendering his resignation as a library trustee. Eric Stauffer was present and accepted the Trustee's appointment to serve as library trustee for the next year. Eric is a professional librarian, and is currently employed by the VA as an electronic resources librarian. He also has a masters in history, and currently serves on the Deering Budget Committee. Eric was welcomed as a great addition to the Library Trustees.

Schoolhouse Library / Grant Proposal Update: Betsy Holmes reported that she has obtained a quote for the propane stove and installation from Hilltop Plumbing. It was discussed that the heating and furniture, such as a table and chairs, would be all that is included on the grant request for this year. Betsy stated that for historic preservation grants, a request can be submitted annually. Additional items will be submitted on future grant requests. The preliminary grant request is due in May. Sue Thomas reported that no one has been found who has time or is willing to add trusses to the library attic. Russ recommended contacting Mike Borden, the town building Inspector. Russ also recommended that whoever we hire has insurance and workers comp. Betsy Holmes reported that the new Library sign is ready to be installed.

Review of Financial Policies and Procedures with the Town Administrator: Russ McAllister reviewed use of the library's operating budget, checking account, and the expendable trust fund. There followed a discussion of when each account should be used, and the process to have invoices paid. Per Stephen Fogelson, Town Treasurer, the signature cards for the checking account with TD Bank should be updated. Betsy will obtain a new card and she and Eric agreed to sign.

Other discussion: Sue Thomas mentioned that the Antrim Library has contacted Deering resident members to provide access to their electronic resources. Sue wanted to follow up on the payment to Antrim of \$75.00 for this service. Betsy will ask Gary for the invoice. Deering residents are allowed use of Antrim's library free of charge. Additionally, Betsy mentioned that the Deering Community Church has asked if the Library would be interested in having a table at the church fair in August. It was agreed that this would be a good opportunity for the library. Betsy stated that she would not be able to attend, but Eric and Sue agreed to attend.

Betsy made a motion to adjourn the meeting at 7:31 pm
The next meeting will be on May 3 at 7:00 pm

Respectfully submitted,
Susan Thomas