Colebrook Library Trustee’s Meeting

January 5, 2021

Amy called the Zoom meeting to order at 4.50pm. Attending were Alicia Boire, Julie Colby (Director), Diane Holman, Amy Patterson, Kathi Woodard. Mary Trask was unable to connect via Zoom.

We reviewed the minutes from Dec. 1, 2020 meeting. Kathi made a motion to accept the minutes. This was seconded by Diane and unanimously approved.

Financial Report

 We have an appropriated balance of $ 9,200.60. Our non-appropriated balance is $ 16,789.60. We are returning $ 40,000 to the town that we have been carrying over for years.

Directors’ Reports

 See attached

Old business

 *Search for alternate for Library board*: Amy reported that Lisa Kenny is not interested. Kathi reported that Terry Rosi is interested. Kathi will invite him to attend our next meeting. The Trustee’s would like him to attend and learn about what we do before making a decision to appoint him. There is a question as to the expiration of a term if he is appointed before Town Meeting. Julie will check the appropriate RSA for the answer.

Kathi asked Julie about the status of the copier replacement. In October Julie reported the need for a need one. This is not urgent and is pending.

New Business

 Discussions on:

* *Covid Vaccine Requirement*: We are not in a position to require it.
* *Ensuring Compliance With The Right To Know Law during The State Of Emergency*: Julie confirmed that we do comply.
* *Education Reimbursement* Policy including meetings, travel and food/board  costs: Julie will give us copies of the Barrington and Windham Librarys Tuition Reimbursement policies to review. Julie likes the content in Barrington’s policy. Diane reminded us that we will be setting a precedent. Julie will prepare a draft for us to discuss at our next meeting. Julie would like tuition reimbursement included in our Personnel Policy.

* *Library Director’s job description:* Julie gave us copies of the current job description which was last revised on 2/5/2002. She will give us copies of others to study. **We are to bring our suggestions for revision to the next meeting.**

Next meeting Feb 2, 2021 at 4:15pm in person at the Library.

Kathi made a motion to adjourn at 5:29pm. This was seconded by Amy and we unanimously voted to adjourn at 5:29pm.

Respectfully Submitted,

Kathi Woodard