

Laconia Public Library  
Board of Trustees  
Minutes of Meeting  
Reference Room, Library  
March 25, 2021

**I. Call to Order**

Laconia Public Library Board of Trustees held their meeting in the Reference Room of the library with most Trustees participating remotely via Zoom. Chairman John Moriarty called the meeting to order at 5:30 pm.

Due to the COVID-19/Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

In accordance with the Emergency Order, this is to confirm that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means; We are utilizing the Zoom platform for this electronic meeting.
- b) Providing public notice of the necessary information for accessing the meeting; We previously gave notice to the public of how to access the meeting using Zoom.
- c) Providing a mechanism to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 524-4775 or email at: [info@laconialibrary.org](mailto:info@laconialibrary.org).
- d) Adjourning the meeting if the public is unable to access the meeting. In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Present in the library: Chairman John Moriarty and Director Randy Brough.

Participating via Zoom App: James Anderson; John Perley and Alternate Bruce Kneuer.

Not present: Aaron Bassett; Marie Bradley.

Chairman seated Alternate Kneuer.

**II. Reports**

A. Secretary's Report.

February 18, 2021 meeting minutes were approved. Motion made by Anderson; seconded by Perley. Roll Call vote was taken, all voted in favor.

B. Treasurer's Report.

February 28, 2021 financial reports were reviewed.

C. Endowment.

John Perley summarized the portfolio and the Board will continue to review it.

D. Personnel.

Natalie Moser is expected to return back to work in early May.

E. Policy.

F. Buildings and Grounds.

The Director has reached out to Associated Concrete Coatings and New England Chimney with regards to steps and chimney repairs, respectively.

G. Technology.

Six (6) new computers have been purchased and installed.

H. Director's Report.

Publicity about BrainFuse has been published in The Laconia Daily Sun and the Laconia Links (City Hall issued newsletter). The Library Staff will be reaching out to the following organizations as soon as possible:

- Laconia SAU
- Laconia Adult Education
- Lakes Region Home Schools
- Laconia Christian, Holy Trinity churches
- Lakes Region Community College
- NH Employment Security Office

The Library Staff will explore setting up a BrainFuse demo on one of the public computers. The Director will ask colleagues at the next ULAC Librarians meeting if they outsource marketing or develop marketing in-house.

I. Chairman's Report.

Chairman John Moriarty noted that a patron commented to him how much they enjoy and use Libby. John met with City Councilor Bob Hamel and Brandon Caron of Spectacle Management to reaffirm the programming agreement with the library, and to view spaces in the theater that might be utilized for Library programs.

### **III. Old Business**

A. FY2021 Budget Update.

Chairman John Moriarty, James Anderson, Marie Bradley and Director Randy Brough met to solidify what the Chairman and Director would say to the City Manager at their budget meeting. The Director will provide a summary of his payout for the Manager. The Board will also receive a payout summary for all Library staff. The Director will obtain quotes for work on the steps, painting and parking lot crack sealing for potential carryover requests.

B. The Director will contact Archivist to determine a date that he can attend a meeting at the Water Street facility.

C. The Library will add bookplates honoring Trustee service to books currently in the Library collection. One bookplate for each year of service.

### **IV. New Business**

A. Trust Fund Endowment.

The amount of funds available to spend within individual Trust accounts needs to be determined.

B. Covid Management.

Motion made by Anderson, seconded by Perley to extend Gale Library hours Monday

and Wednesday nights, commencing as the Director can effectively schedule staff and resources. Roll call vote taken, all voted in favor.

A motion was made by Anderson, seconded by Kneuer to extend Gale Library hours all day Friday commencing as the Director can effectively schedule staff and resources. Roll call vote taken, all voted in favor.

C. Planning Priorities.

Due April 8<sup>th</sup> from each Trustee: a prioritized list of goals and tasks to be pursued and completed over the coming year.

**V. Adjourn**

Motion made by Anderson to adjourn the meeting, seconded by Kneuer. Roll call vote taken; all voted in favor. Meeting adjourned at 8:10 pm. The next meetings are April 22<sup>nd</sup>, May 27<sup>th</sup> and the June 24<sup>th</sup>. Plan is to begin holding meetings in person with the Zoom option.

Respectfully Submitted,

Randy Brough