**Abbie Greenleaf Library Board of Trustees Meeting**

**March 11, 2021 Minutes**

**Board members present on Zoom:** Bess Andrews, Gwyn Grassett, Chuck Lovett, Bill Mellekas, Sharon Penney, Dinny Richmond, Sally Small

**Others:** Ann Steuernagel, library director

**Absent:** None

Bill called the meeting to order at 7:36 pm with a quorum of seven.

**Secretary’s Report:** The February meeting minutes were accepted without changes on a motion by Sally and a second by Chuck. All voted in favor.

**Treasurer’s Report:** Account balances as of 3/11/21:  Operating $29,525; Special $4,520; Miscellaneous $1,367; Stifel endowment $381,098. The March financials are not available yet from the bookkeeper. Investment advisor Ken Kinder recommends the library continue to “stay the course” as an investment strategy. Dinny is working on a Treasurer’s Handbook to help train and guide future treasurers. Gwyn moved to accept the Treasurer’s Report, Sally seconded the motion, and all voted in favor.

**Director’s Report addendum:** (See accompanying Director’s Report)

The annual report for the state is done and submitted.

**Building and Grounds Report:**

Chuck is arranging to meet next week with Dan Cox of SBP Builders about replacing the eyebrow windows. Chuck recommends that the frames be rebuilt in mahogany, with good quality single pane glass and Plexiglas placed on the inside of the frame to provide insulation. The windows should be operable to release hot air. The plan is still to have Stan Parker look at the roof while the lift is at the library for the windows project. There is $56,000 in the building fund for the roof replacement now, and it is expected that the town will put another $5,000 in the fund this year.

Dinny reports that we need to shore up the berm in the garden at the back left of library. Rain and snow melt drains from the roof and lands on the berm, washing it away and putting it at risk of collapsing. Sally offered to donate some granite curbing.

**Old Business:** Over the past month via email, the board agreed to adopt the New Hampshire Library Trustees Association Manual (2016) as our Trustee Manual, along with the following additions:

* Current list of trustees and staff
* Current by-laws (2021)
* Memorandum of Understanding (MOU) with the Town of Franconia (April 2018)
* Library Manual (2021)
* Town of Franconia Scholarship information
* Endowment investment policy with Ken Kinder

The manual will be kept in a red binder on the shelf behind the librarian’s desk. Bess made a motion to approve the updates, Sally seconded it and it was approved by all.

Bill will send around via email a “garden flag” option to replace the current flag pole arrangement.

**New Business:**The bylaws state that board officers are elected for three-year terms.  A suggestion was made to change the bylaws to state that board officer positions are for one-year terms.  Some board members have the opinion that some positions, like treasurer, should be for longer terms.  The treasurer position has a long learning curve; it requires developing working relationships with outside advisors and bookkeepers; and changing signature responsibilities for the accounts and reporting documents every year would be burdensome.  This topic will be further discussed via email and voted on next month.

Bill proposed a **“**blind date” book swap idea. Ann will look into it.

**Future meetings:** From now on, meetings will take place the third Wednesday of the month at 7:30 pm on Zoom. The time may change once we return to meeting in person.

**Next meeting:** Wednesday, April 21, at 7:30 pm on Zoom.

Bill adjourned the meeting at 8:30 pm on a motion by Gwyn, seconded by Chuck, and all voted in favor.

Respectfully submitted,

Bess Andrews, secretary