

**MEETING PROCESS**

**A Checklist To Ensure Meetings Are Compliant With The Right-to-Know Law During The State Of Emergency**

**ROLL CALL**

**ACTION - RECORD ATTENDANCE and IF ANYONE IS IN THE ROOM WITH TRUSTEE AT THE START OF MEETING.**

5:32

MEETING PARTICIPANTS	PRESENT AT	OTHERS IN ROOM
Patti Osgood	YES	NO
Angelica Ladd	5:46	NO
Debra Kreutzer	YES	NO
Anne Crotti	YES	NO
John Capuco	YES	NO
Lynn Piotrowicz- DIRECTOR	YES	NO

**ITEM 1**

**Public Forum – The LIBRARY DIRECTOR will unmute you if you raise your hand.**

NAME OF PUBLIC MEMBER ATTENDING
HEIDI AUCOIN
TIA HOOPER

**ITEM 2**

**Minutes of Meeting: November 18, 2020**

**MOVE TO ACCEPT: DEB KREUTZER      SECONDED BY: JOHN CAPUCO**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**ITEM 3**

**Treasurer’s Report**

- a) Y-T-D Summary & Monthly Expenditure Manifest

**MOVE TO ACCEPT: JOHN CAPUCO      SECONDED BY: ANNE CROTTI**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

- b) Personnel Timesheet Review

**ACTION –Review suspended until able.**

- c) Monies to Be Accepted: **Martha Nemiccolo for the Mary F. Kjellman Fund \$50.00**  
**Carolyn & Rodney Patenaude for the Robert F. Fitch Fund \$300.00**  
**Darby McGraw for the General Fund \$200.00**

**MOVE TO ACCEPT: PATTI OSGOOD      SECONDED BY: DEB KREUTZER**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	Absent
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**ITEM 4**

**Director’s Report**

- a) Holiday schedule reminder  
 12/31 (Thursday) Open 10-3, Closed 5-7  
 1/1 (Friday) Closed
- b) Update on Pandemic Service-Curbside will continue until re-accessed by the Trustees.
- c) Friends’ annual meeting 12/6/2020.  
 New officers were voted in at the annual meeting.  
 Friends decided on steps to move forward on 2021 membership initiative.  
 Friends supporting Sunday at the Library for January and February 2021.  
 Next meeting--Saturday January 30, 8:00.

**Reminder from Director regarding Town Meeting 2021**

- d) Trustees. Planning for the future. Reaching out to future trustees? Process?
- e) Attendance at various budget meetings. Mandatory trustee representation highlighted  
January 5 Select Board Budget Review  
January 19 Public Hearing for bonds over \$100K/Budget Review  
JANUARY 20-29 SIGN UP FOR ELECTION  
February 2 Public Hearing on operating budget
- f) March 13 Town Meeting

ITEM 5

**End of Year Budget Discussion**

**Items put forth for future discussion:**

- Adoption of the Town Longevity Pay Policy and Benefits By-Back.
- Paying of NH Downloadable & Biblionix for next year out of this year's budget.
- Improvements to Library-possibility of a Moose Plate Grant for granite work.

**Move to encumber balance of 2020 funds to be used for 2021 expenses.**

**MOVE TO ACCEPT: PATTI OSGOOD SECONDED BY: JOHN CAPUCO**

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

ITEM 6

**OTHER. Invite Charter Trust to February meeting**

ITEM 7

**Next Meeting: February 9, 2021 at 5:30PM VIA Zoom**

ADJOURN PUBLIC

**MOVE TO ADJOURN MEETING BY: PATTI OSGOOD SECONDED BY: JOHN CAPUCO**

SESSION

6:05

NAME	VOTE
Patti Osgood	YES
Angelica Ladd	YES
Debra Kreutzer	YES
Anne Crotti	YES
John Capuco	YES

**RECORDING SECRETARY: ANNE CROTTI**