Open meeting: 6:55 pm
Members attending: Win Fream, Jack Parnham, Carl Heidenblad, Brendan Johnston

Accepted meeting notes from last meeting.

Treasurer Report:
- General fund: $12,901.22 June Statement
- Donation account: $3,136.46 June Statement
- Petty Cash Drawer: $73.80
- Monthly manifest: $2,154.34

Budget update:
- Reviewed Nicole’s Requests for the Audit with the team. Win to reply to Nicole for any more info needed to finalize the audit.

Directors Report:
- Submitted and reviewed. No outstanding issues noted.

Covid-19 Plan Update:
- See Directors report for program and circulation notes.
- Library open by appointment only and curbside. Programs going well.
- Staff status? – Carl to schedule staff reviews.
- Phase I.
  - Carl to work with the staff on the schedule.
  - Curbside pick-up only starting 5/25
  - Expectation is this will be very low turnout, but a start.
  - Quarantine books for 3 day based on the Battel study. Wipe down books.
  - Cleaning – Weekly with Cathy Divine.
    - Call Cathy and let her know. June and July to start.
- Phase II. (current Status)
  - Expect open up for limited service June 15th.
  - Continue curbside
  - Do appointments to come into the library.
  - Only 4 in the library at time.
  - Patron Mask needed.
  - Remove chairs.
  - Quarantine books for 3 day based on the Battel study. - Wipe down books.
  - Cleaning- Weekly with Cathy Divine.
  - Revert back to normal hours.
- Phase III.
  - Anticipate “no appointment required” starting in early August.
Other:
  - Have available in library:
    - Hand sanitizer.
    - Wipes-
    - Masks-
  - Staff meeting scheduled for July 23 at 10 am via “Zoom”.

New Business / General Items:
  - Book clubs or Knitting groups have been meeting on line.

Maintenance
  - Air conditioner wires
    - Need call Olfons for repair.
  - Granite steps- Need Repair. $2300 for repairs.
    - Action WF to send quote to the town.

Landscaping outside-
  - Take down the two trees out back and plant new ones.
    - Jack to call tree service.
  - Need to get quotes for landscapers.
    - Rockcrest- submitted.
    - Jack to contact Stratham Circle Nursery.
  - Garden club did the weeding of the bed.

Sign out front-
  - Quote received from timberline signs.

Community garden.
  - Going well so far.

Basement clean up-
  - In progress. Good work by the staff.

Events
  - Summer reading update. TBD
  - Drive in shows ongoing.

Wish list, projects, etc-
  - Programing- on going.
  - Sign out front.
  - Granite steps.
  - Move Book drop
• Landscaping

Meeting Close: 7:45 pm.
Next meeting: TBD for September. No meeting scheduled for August.

Respectfully submitted,

Jack Parnham