Meeting was called to order at 7:06 pm by Nicole Buckley.

Amy made a motion to approve the minutes from the November meeting. Nicole seconded. All in favor.

Approval of Library Invoices FY2019

<table>
<thead>
<tr>
<th>Category</th>
<th>01/22/2020</th>
<th>02/13/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Maint &amp; Supplies</td>
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<tr>
<td>Books &amp; Periodicals</td>
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<td>Dues &amp; Memberships</td>
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<tr>
<td>Electricity &amp; Gas</td>
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<td>Equipment Maint Costs</td>
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<td>Gift Fund</td>
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<td>In State Travel</td>
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<tr>
<td>Building Maintenance Costs</td>
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<td>Postage</td>
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<td>State Aid - Professional</td>
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<td>State Aid - Supplies</td>
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<td>Janitorial Supplies</td>
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<td>Technical Maint Services</td>
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<td>Users Fees</td>
<td>424.28</td>
<td>778.18</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>5980.49</strong></td>
<td><strong>9667.88</strong></td>
</tr>
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</table>
HVAC system
-Had someone come in to fix it.
-It’s an older system and very costly to fix it; not many technicians understand how it works and can take
a surprisingly long time to repair it.
-Renegotiating repair bill due to its high cost.

New Meeting Room
-Finished; décor is up.

History Room
-Waiting for the town carpenter to fix the bookcase in the history room.
-Will ask Jim to check in with him as it may have fallen off his radar.

Exterior building
-BVT agreed to do the siding.
-RhinoShield product materials will be applied to the exterior of the trim of the building – library won’t
have to go to bid for the materials as RhinoShield is now in the state contract.

Mass Memories Road Show, April 4th
-15 volunteers needed.
-mandatory training on April 3.
-Bernadette has been talking this up with local community groups to increase interest.

Memorial Day Parade
-Looking to get a group together to walk.
-Brainstormed creative ideas for themes, etc.

300th anniversary
-In March, library will be accepting cash/check pre-orders at the library for the 300th anniversary
bookcase.
-There will be an order form available.

Computers/Tech
-Have signed a new copier contract with Ricoh.
-New one will be delivered next Thurs; then have to schedule an installation date.
-Will save a little money in the long run to have machines.
Second reading of the research and tech health policy
-Amy made a motion to accept the second reading of the research and tech health policy. Nicole seconded. All in favor.

Planet Aid
-Bins have been removed as desired.

Department reports
-All completed department reports have been provided in the meeting materials to the trustees. Those that aren’t complete will be available with next month’s meeting materials.

Door counter
-Broken.
-They cost around $300 and it’s the second time a counter was broken in recent history.
-Need to research different types of door counters for something more durable.

Budget
-On target.
-Nicole and Bernadette met with Denis and Mary to review our budget.
-There is a budget workshop with the Selectmen on 2/22. We are on at 9am. Will plan to review our capital plans for the next couple years.
-Master plan committee meeting in March; Amy will attend and present 5 year library plan.

Meeting was called to a close by Nicole Buckley at 7:48 pm.