

**Concord Public Library
Minutes of the Library Trustees Meeting – Draft
May 6, 2021**

Attending: Eileen Wilson, Nancy LaPotin, Barb Bailey, Jill Abetti, Theresa Hovey, Beth Cliché

The meeting was called to order by Eileen at 4:12 PM.

The subject of Library Cards was added to the Meeting Agenda, Nancy made the motion to approve the agenda, seconded by Theresa, and the agenda was approved.

Barb made the motion to approve the April 2021 meeting minutes, seconded by Jill, and the minutes were approved.

Public Input – There was no public input at this meeting.

Library Assistant's Report

- ❖ Over the last month, there has been a steady flow of people using the library.
- ❖ The last order of books was declined as the order went over the credit card purchase limit. They will be reordered this month and going forward we will keep the card limit in mind.
- ❖ The library email address received a scam email and Beth received a scam phone call from the same person on her personal cell. If this persists we will notify the proper agency.

Old Business:

- ❖ Special Invitations Update – In the past month, none were returned
- ❖ Clue Search Update – The last day to turn in handouts is this Sat., May 8th during library hours. To date, six have been turned in and each person received a small gift.

- ❖ Recent Book Order – Delayed
- ❖ Books Donated to Meals on Wheels fund raiser at Box Car and Caboose – We donated two boxes of used books

- ❖ Library Cards – We plan to make our own library cards rather than purchase them. The card number will be attached to the card prior to its being laminated. Cost of materials will be around \$25

New Business:

- ❖ Prizes for Clue Search Winners – Two Grand Prize winner names will be drawn and each will receive a \$15.00 Gift Certificate to Box Car and Caboose. Lesser prize recipients will receive a book bag. We will meet Tuesday, May 11th at 4:00 PM at the library to put together the prizes.

- ❖ New Book Requests: We received a couple of new book requests which will be ordered this month.

- ❖ Labeling Book Sections – The current labels describing the different sections of books are rather small. We will make the labels larger so it will be easier for people to find what they are looking for.
- ❖ Spring Ideas – No Spring ideas were discussed. However, depending on Covid protocols, we hope to partner with the school on Summer programs. Jill will call the Principal to discuss.

We adjourned the meeting at 5:25 PM. Our next meeting will be held Thursday, June 3, 2021 at 4:00 PM at the Library.