Cindy Scott, acting as Chair, read the required COVID-19 Public Meetings via Electronic Media Notice.

Roll Call was read by Sandra Hurd: Attendee’s stated their name and indicated if anyone was present in the room with the attendee (as required under the Right to Know Law) - Trustees: Sandra Hurd (alone); Doug Smith (alone) and Candace Thayer (alone); Alternate Trustee: Deborah Long-Smith (alone); Library Director: Cindy Scott (alone); Assistant Library Director: Joyce Davis; Inger Woerheide (alone). The meeting began at 10:02 am.

Cindy asked if there were any changes or corrections to the minutes of the September 24, 2020 meeting. There being no changes or corrections, Inger made a motion to accept the minutes and Doug seconded the motion. Joyce Davis (abstain), Sandra Hurd (yes), Deborah Long-Smith (yes), Cindy Scott (yes), Doug Smith (yes), Candace Thayer (yes) and Inger Woerheidi (yes) all able to vote voice voted yes and it passed unanimously.

Old Business
Review of Sign Bids/Lighting of Signs/Permitting Process:

Members discussed the sign bids. Discussions included black versus a dark gray background; metallic lettering and curved ends of the backboard were favored; most agreed to not using gold-colored letters, and a brushed finish in place of polished for the letters was also favored. The lettering style was leaning towards Americana Bold.

Cindy will request more details as follows:
Portsmouth Sign Company
- Warranty of backer piece out of DiBond
- Samples of the letters and color

Renaissance Signs
- Having curved ends of the backboard
- Confirm background color
- Warranty on the background piece

The following steps will occur once the above information is provided:
- The Sign Committee will review and discuss the responses from the companies at the next meeting.
- Cindy will meet with Tavis Austin, Town Director of Planning and Development, to
  - Show examples of the signage and lighting; and,
  - Discuss the permitting process.

Other New Business: None

Doug made a motion to end the meeting and Inger seconded the motion. All favored the motion and the meeting adjourned at 10:26 am.

Respectfully submitted,
Sandra Hurd
Secretary

Upcoming Meeting: Virtual Sign Committee Meeting Tuesday, December 22, 2020 at 10:00 am.

Note: Minutes are UNAPPROVED until voted on by the committee.