

The Community Library
Board of Trustees Meeting
November 11, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Absent: John Scott.

Communications:

Ms. Zimmer received a courtesy letter from the Village Zoning Board indicating that the Lutheran Church adjacent property was being divided into two separate properties, parsonage and church.

Minutes:

Ms. Clark made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the amended minutes.

Director's Report:

Ms. Zimmer indicated that circulation numbers are slowly returning to previous numbers. CRCS students are now able to access Overdrive; presently, 98 students are using this service.

The new printer has been installed and prints in color. As with nearby libraries, the cost is \$.50 per page for color.

Ms. Zimmer, Ms. Babbage, and Ms. Jacqui Hauser are organizing a Story Walk along Main Street to occur during the winter.

The children's activities with Harmony Acres and the Studio of Arts and Crafts has increased participation to virtual attendance rather than in-person.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-October 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter explained that the committee and Ms. Zimmer are continuing to separate the accounting and bookkeeping responsibilities.

Ms. Carpenter made a motion, seconded by Mr. Barnes, and was unanimously approved to (a) replace Mr. Peters with Mrs. Downs on the accounts, and (b) to provide Mrs. Lawyer with a read only access to the Bank of Richmondville accounts. The minutes of this meeting will be forwarded to the Bank of Richmondville to authenticate this motion.

Next, Ms. Carpenter made a motion, seconded by Mrs. Ashworth, and was unanimously approved to (a) replace Mr. Peters with Mrs. Downs on the accounts, and (b) to provide Mrs. Lawyer with a read only access to the Keybank accounts. The minutes of this meeting will be forwarded to the Keybank to authenticate this motion.

Ms. Zimmer explained that our library's financial commitment to MVLS for Overdrive was \$2941.29 last year. Due to Covid 19 there has been a substantial increase in the use. Ms. Walter made a motion, seconded by Mrs. Neary, and was unanimously approved to pay \$3100 this year.

Facilities:

Ms. Zimmer explained that she is researching details pertaining to the elevator: discount for multi-year contract; schedule for service; question if a generator is needed; review of insurance to determine if elevator is included. Ms. Zimmer will keep the committee informed.

The committee will meet at 2:00 p.m. November 12 and will focus on details of the clean up of the annex.

Personnel:

The committee is scheduled to meet at 9:00 a.m. November 12.

Board Development:

Mrs. Neary indicated that the committee had met to discuss the details of the job description of the treasurer and bookkeeper.

The committee offered a few suggestions to Ms. Zimmer regarding the use of the \$403.86 remaining from the advocacy grant.

Long Range Plan:

Mr. Wade Abbott has been working with the committee organizing the focus groups.

Building:

Ms. Clark explained that the committee had met with Mr. Mays and discussed budget and possibilities pertaining to future renovations.

Reopening:

Ms. Zimmer is discussing the library schedule during the holidays with the staff. Ms. Zimmer indicated that if Covid numbers increase, she hoped to maintain curbside service if the library needed to close.

Anniversary:

Mr. Pete Lindeman will be involved with Mrs. Berard and Ms. Walter in planning the celebration.

Important Dates:

Next board meeting: 12/10 at 1:00 p.m.

Library closed 11/26 (Thanksgiving); 12/25 (Christmas)

Closing early: 12/24 and 12/31

Adjournment:

Mr. Barnes made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:30.

Submitted by Virginia Downs

