



The Community Library
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The Community Library
Board of Trustees Meeting
April 9, 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, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, John Scott, Julia Walter, Kim Zimmer.

Minutes:

Mrs. Neary made a motion, seconded by Mr. Peters, and was unanimously approved to accept the March 2020 minutes.

Director's Report:

Ms. Zimmer explained that she is having difficulty reprogramming the library's phone message; she is continuing in her efforts since the message needs to be changed as circumstances will vary due to Covid-19. Ms. Zimmer has been meeting with staff on-line.

There are numerous questions regarding the reopening of the library, but this will be determined when social distancing ends.

Ms. Walter suggested a box containing free books be placed outside the library. However, Ms. Zimmer explained her hesitancy due to the virus.

Mrs. Ashworth volunteered to contact the Public Health Department seeking updates about Schoharie County, and she will keep Ms. Zimmer and the trustees informed.

Treasurer's Report:

Ms. Carpenter indicated that she had renewed the CD at Trustco Bank which will expire December 25, 2020.

Ms. Carpenter reviewed the expenses and income for the first quarter of 2020.

Ms. Carpenter and Mr. Peters indicated that they had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Mr. Scott, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

When the self-quarantine ends, Ms. Carpenter's name will replace Mr. Peter's name on the Keybank accounts.

Facilities:

Mrs. Ashworth indicated she had done a visual check of the exterior of the library, and had not noticed any issues.

Personnel:

Ms. Zimmer will arrange interviews with the two candidates for the Library I position.

Board Development:

Mrs. Neary reminded the trustees that an assistant treasurer will be needed when Mr. Peters leaves. Mrs. Neary announced that the vote for the trustee positions and the budget has been postponed.

Long Range Plan Implementation :

Mrs. Sand reviewed the revised mission and vision statements. The trustees unanimously approved both proposals.

Next, Mrs. Sand presented the patron survey. Ms. Zimmer suggested that she add this survey to the library's web-site for additional feedback. The board unanimously voted approval for the survey.

Building:

The exterior project is on hold due to the coronavirus.

Old Business:

The Library Book discussion was postponed until May. It was suggested that a Zoom discussion might be advantageous.

New Business:

Ms. Zimmer presented the TBS Proposal for HVAC maintenance. There was discussion about the \$5500 cost. Mr. Scott suggested Ms. Zimmer research a three year contract which might be financially more beneficial.

Important Events:

May 14, 1:00 p.m. - next regular board meeting

Adjournment:

Ms. Walter made a motion, seconded by, Mrs. Neary, and was unanimously approved to adjourn at 2:15.

Submitted by Virginia Downs