

The Community Library
Board of Trustees Meeting
May 13,2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m. Since some of the trustees are fully vaccinated against Covid, they attended the meeting at the library, while others attended 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.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Walter, and was unanimously approved to accept the revised minutes.

Director's Report:

Ms. Zimmer announced the annual MVLS meeting will be May 19 at 5:00 p.m. The library received \$600 from the MVLS Mini Grant Summer Program.

Ms. Zimmer worked with Ms. Clark and Mr. Hotopp writing letters to Assemblyman Tague and Senator Oberacker on behalf of the library.

ARC Lexington has begun cleaning. Ms. Zimmer thanked the trustees for their time performing extra cleaning and mentioned the basement should be their next project.

Mr. Dan O'Keefe, plumber, has resolved the sump pump issue.

There was a problem with the April payroll, but this issue has been resolved.

There are now two vacant clerk positions since Ms. Rebecca Young has submitted her resignation effective June 25.

An applicant for the Librarian I position will be interviewed next week.

Patron attendance is continuing to increase.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for April. The trustees in attendance reviewed the current bills. Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Lynn Lawyer will attend the June meeting to answer questions posed by the trustees. The trustees agreed that they would like to see the financial report ahead of the monthly meeting to study the details. The trustees decided that they would like to continue receiving the detailed financial report rather than a summary.

Facilities:

Ms. Walter thanked the trustees for their spring cleaning projects.

Mrs. Berard mentioned the trustee office should have a printer and a shredder.

Mrs. Berard also suggested that as the library reopens and Covid recedes, the finances should be kept in the office.

Personnel:

Ms. Walter indicated that the applicant for the Librarian I position will be interviewed May 18 at 10:00 a.m.

Policy:

Mrs. Sand outlined the changes in the Paid time Off, Sick Leave, Internet Access, and Hours of Operation Policies. Also, Mrs. Sand explained there were no changes in the Code of Conduct for Youth and Abandoned Property policies. Each of these policies was unanimously approved by the trustees.

Board Development:

Mrs. Neary announced that The Friends of the Library newsletter and the Times-Journal had biographical information about each of the trustee candidates. The vote for the library budget and trustees is Tuesday, May 18.

Mrs. Neary has been in contact with Diana Cook regarding a new sketch of the library that would be used on totes and stationery.

Mrs. Neary suggested that the library showcase local artists once the covid restrictions are relaxed.

Mrs. Berard volunteered to contact the school district office regarding the format for future trustee elections.

Long Range Plan:

Mr. Wade Abbott has completed the report on the focus groups. The committee is working with Mr. Abbott and Mr. Trahan (MVLS) to create a strategic plan.

Building:

Ms. Zimmer reported that she has been in consultation regarding the library's HVAC options.

Ms. Zimmer is working with BRM to submit a proposal for an extension and amendments to the building grant.

Reopening:

Ms. Zimmer explained that the library continues to update their covid policies as the state relaxes the rules and the new guidelines from MVLS. By July Ms. Zimmer plans to extend the libraries hours until 8:00 p.m. on Tuesdays and Thursdays, and the library would be open for in person library programs in July and for outside groups probably in the fall.

100th Anniversary:

No report

New Business:

Ms. Zimmer announced that the library had received a check from the Benevity Community Fund for \$1000.

Important Dates:

5/18 Budget vote and trustee election.

6/10 1:00 p.m. Next board of trustees meeting

Adjournment:

Ms. Clark made a motion, seconded by Ms. Walter, and was unanimously approved to adjourn at 3:00 p.m.

Submitted by Virginia Downs