

The Community Library
Board of Trustees Meeting
June 10, 2021

Call to Order:

As quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.
Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer.

Guests:

Mr. Jim Collins was elected to the board in the May election and will be sworn into office at the July meeting. Mr. Collins attended today to meet the trustees and to become familiar with the agenda of the meetings.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Walter, and was unanimously approved to accept the May 2020 minutes.

Director's Report:

Ms. Zimmer announced that the library had received a donation of \$250 from Sterling Insurance. She requested that the money be used to purchase an outdoor screen as she would like to have the summer reading program meet outside. Mrs. Neary made a motion, seconded by Mr. Barnes, and was unanimously approved to use the donation for this project.

Ms. Zimmer indicated that the basement needs to be cleaned for the return of inside programming, and the outside will also need to be cleaned for programs.

Ms. Zimmer initiated a discussion pertaining to Juneteenth as a staff holiday. The personnel committee will look into this possibility for next year.

Ms. Zimmer is working with the Sharon Springs library to plan the ALA program "Can We Talk."

Treasurer's Report:

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

Committee Reports:

Finance:

Mrs. Lynn Lawyer, CPA, attended the meeting to ask trustees if they had questions about the treasurer's reports or if they would like changes to the format.

The trustees agreed they were satisfied with the format and indicated they would like to have a couple of days before the monthly meeting to review the report.

Ms. Carpenter explained that she had been in consultation with the policy committee regarding an external review (audit) of the library's finances. The trustees agreed that a policy needed to be developed and then the review would be available for bid.

Facilities:

Ms. Walter will meet with Ms. Zimmer regarding cleanup outside before summer programs begin.

Personnel:

Ms. Zimmer is in contact with a couple of candidates for library page positions.

Policy:

Mrs. Sand presented three policies: Code of Conduct, Internal Claims Audit, and Purchasing. After discussion the trustees unanimously approved these three policies.

Board Development:

Mrs. Neary announced that Linda Carpenter, Jim Collins, and Julia Santoro won the May election as library trustees, and they will assume their positions at the July meeting.

Mrs. Neary will present the slate of officers at the July meeting.

The new banner will be hung along the side of the library after the July 4 parade.

Mrs. Berard met with Ms. Van Deusen, (CRCS business office) and explained the voting procedure for library trustees.

Mr. Hotopp thanked Mrs. Ashworth for many years of dedication to the library as a trustee. Mr. Hotopp presented Mrs. Ashworth with a token of appreciation from the trustees.

Long Range Planning:

Mrs. Sand indicated the committee is editing the draft of the Plan of Service developed by the committee with MVLS reps Wade Abbott and Eric Trahan.

Building:

The trustees agreed that a complete study of the HVAC by John Edwards would be helpful for future planning (though expensive).

Asbestos abatement will be a very expensive but necessary project. Ms. Zimmer has been reaching out to community officials seeking grants. Mr. Brendan Becker of Lamont Engineering has contacted Ms. Zimmer to discuss various grants that might be available.

Reopening:

Ms. Zimmer presented a Covid 19 questionnaire that would be available at the library entrance.

As the basement and the upstairs rooms become available, the cleaning schedule will return to once a week. Ms. Zimmer is expecting the building to be fully reopened

by July.

New Business:

The library has been asked to participate in the July 4 parade. Ms. Zimmer is working on the details.

Important Dates:

Next board meeting - July 8 at 1:00 p.m.

Adjournment:

Mr Hotopp announced the meeting adjourned At 2:50 p.m.

Submitted by Virginia Downs