

# STEWART B. LANG MEMORIAL LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

Monday, June 1, 2020

This meeting was held via Video Conferencing due to the COVID 19 Virus.

**In Attendance:** Gayle James, Jim Dillon, Jerry Hunter, Caryl Kinney, Monica Krupa, Kitty Hayes, Maryanne Adams, Cathy Wood

**Absent:** Anne Baldwin, Birgit Latray,

**Community member:** Pam Shane

- The meeting was called to order and the agenda adopted. All documents in need of review were mailed to members prior to meeting.

**Secretary's Report:** The minutes from the April meeting were reviewed. (No mtg. in May)

Motion to accept: Monica Krupa      Second: Jim Dillon.      Approved.

**Director's Report:** Report for April/May was reviewed.

Motion to accept: Jerry Hunter      Second: Caryl Kinney.      Approved.

**Treasurer's Report:** April 1 – April 30, 2020

Motion to accept: Kitty Hayes      Second: Jerry Hunter.      Approved.

### **COMMITTEE REPORTS:**

No updates at this time.

### **Old Business:**

- Annual report: additions and corrections were made.
- 2018 and 2019 IRS Form 990: no update.

### **New Business:**

- A motion was made to accept the Reopening Plan for Curbside Pickup dated 06/01/2020. Motion: Monica Krupa; Second: Kitty Hayes. Approved.
- Because Library closure was authorized by a Board Resolution, reopening for limited services also warranted a Resolution. After discussion and incorporation of comments, the following Board Resolution was proposed by Jim Dillon, seconded by Jerry Hunter, and unanimously approved:

Resolved: New York State having authorized the reopening of libraries for limited services, the Board of Trustees of the Stewart B. Lang Memorial Library hereby authorizes our Director, Gayle James, to begin the process of reopening the Library in accordance with our approved Reopening Plan for Curbside Pickup dated 06/01/2020, contingent upon confirmation of regional and local authorizations if required.

- Discussed receipt of an unrestricted bequest of \$50,000 from the estate of Marilyn Drete. The money has been deposited in our operating fund (Community Bank Checking Account).
- Reminded trustees of the need to complete annual Sexual Harassment Training (<http://www.flls.org/hr/>)
- Reviewed and approved revised Personnel Policy. Motion: Monica Krupa Second: Caryl Kinney
- Reviewed and approved new Code of Conduct Policy. Motion: Caryl Kinney Second: Kitty Hayes
- Reviewed and approved new Infectious Disease Control Policy. Motion: Monica Krupa Second: Jim Dillon

The Library Board would like to express our sincere condolences to Mary Degnan on the passing of her husband, Donald.

**Motion to adjourn:** Jerry Hunter Second: Monica Krupa Approved

**Next Meeting:** July 6, 2020

Cathy Wood