

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Monday, November 2, 2020

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

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

Absent: Birgit Latray, Anne Baldwin,

Community members: None

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

Secretary's Report: The minutes from the October meeting were reviewed.

Unanimously approved.

Director and Treasurer's Reports - October: Presented and unanimously approved.

COMMITTEE REPORT:

Personnel Committee: Maryanne reminded Board Members that it was time for the Director's annual review and to please forward library goals and objectives to her.

Old Business:

- Exterior basement door has been ordered and will be installed late November or early December.
- Information and prices are being gathered concerning extending entry canopy. Project may not take place until spring.

New Business:

- Dropbox has been repaired (Thank you to Jerry Hunter) and replacement is not necessary at this time. Purchase of new box had previously been approved and need will be reevaluated in the spring.
- Board would like to recognize and thank Monica Krupa for her service as a Library Board Trustee. Gayle will send a card of thanks and a gift.
- Board approved payment to Jill Fudo for a total of \$1072.52 which includes \$172.50 the cost of last schematic design for a 3,000 sq ft expandable building.

Motion to approve: Jerry Hunter Second: Jim Dillon

- 2021 Budget has been deferred for approval until December meeting.
- Caryl will check with bank about other board members having authority to sign checks.

Board is in agreement.

- Discussion about QuickBooks and an additional person to enter data and audit continues.

Motion to adjourn: Jerry Hunter Second: Caryl Kinney

Approved

Next Meeting: December 7, 2020

Cathy Wood