

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Monday, December 7, 2020

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

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

Absent: Birgit Latray,

Community member: Pam Shane

- 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 November minutes were reviewed.

Motion to approve: Kitty Hayes Second: Anne Baldwin

Director's Report: The November Director's report was reviewed.

Motion to approve: Maryanne Adams Second: Monica Krupa

Treasurer's Report: The November Treasurer's report was reviewed.

Motion to approve: Jerry Hunter Second: Anne Baldwin

COMMITTEE REPORT:

Personnel Committee: Maryanne noted that the Director's evaluation was completed.

Facilities Committee: Jerry is waiting on Secor to replace basement door.

New Business:

- Financial Policy Revisions to include an external bookkeeper and to allow Library Director and Board President to sign checks in addition to Treasurer.
- Motion to approve revisions to Financial Policy: Monica Krupa Second: Jerry Hunter
- Discussed possible Covid-19 impact and operational changes that would be determined by state guidelines.
- Discussed proposed 2021 budget including fees for external bookkeeper, possible county funds, amount for E-Books, amount for building repairs and maintenance,

computer expenditure, capital expenditures including possible addition of gutters, parking lot improvements, addition to back canopy, and possible replacement of copy machine.

- Motion to approve budget revisions: Jerry Hunter Second: Kitty Hayes
- Officer nominations deferred.
- Considerations for Board vacancy in January.

Motion to Adjourn: Jerry Hunter Second: Caryl Kinney Approved

Next Meeting: January 4, 2021

Cathy Wood

Secretary