

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Monday, January 4, 2021

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, 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 December minutes were reviewed.

Motion to approve: Jerry Hunter Second: Kitty Hayes

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

Motion to approve: Kitty Hayes Second: Jerry Hunter

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

Motion to approve: Jim Dillon Second: Anne Baldwin

COMMITTEE REPORT:

Planning Committee: In April or May there will be a Zoom meeting concerning Plan of Service

Facilities Committee: Jerry reported committee is looking ahead to other repairs: (1) basement door needs sill replaced, (2) will need to replace doors upstairs (perhaps one/year), (3) in spring assess roof and gutter repairs, (4) in summer consider making driveway improvements.

Old Business:

- 2019 Annual Report is done and accepted.
- Basement door is done
- 990 reports are filed

Jim Dillon announced that the Library has received a Form 990 late filing notice from the IRS for tax years 2018 and 2019. We have replied to the IRS and are waiting for their

response including a decision on possible late penalties. Their response may take several weeks. More information will be provided when it becomes available.

New Business:

- Trustee term renewals: Jerry Hunter and Caryl Kinney 2021 -2024
Motion to induct trustees: Jim Dillon Second: Anne Baldwin
- Current officers were nominated and approved for 2021:
- President – Jim Dillon Vice President – Jerry Hunter
Treasurer – Caryl Kinney Secretary – Cathy Wood
- Nancy Peckham has expressed an interest in filling board vacancy.
- 2021 budget will be ready for February meeting.
- Annual Report – waiting for an open date which may delay our February 1st meeting.
- Revision and approval of By-laws: Article III Section 2: The Board will maintain a calendar identifying key topics required to be addressed at each monthly board meeting. The calendar will also provide for periodic review of Library policies and procedures.
Motion to revise: Jim Dillon Second: Jerry Hunter
- Public comment Period:

During the public comment period, attendee Pam Shane referred to Section 4 of the sample By-laws on Page 90 of Trustee Handbook. Pam stated that this document requires us to dismiss trustees who miss three consecutive board meetings, unless we vote to defer dismissal. In response, Jim Dillon pointed out that the sample By-Laws found in the Trustee Handbook are for "illustrative purposes only", as clearly stated in first paragraph on Page 90. The Handbook goes on to say, "Each Library should adapt their by-laws to suit their particular needs and circumstances." We have chosen not to include this provision in our By-Laws.

Ms. Shane also stated that we were again failing to provide the required access to documents scheduled for discussion during board meetings. In response, Jim Dillon explained that we are not required to provide access to documents that are pending Board review and approval. Dillon explained that any documents approved at the meeting can be accessed after the meeting by contacting the Library.

Motion to Adjourn: Jerry Hunter Second: Kitty Hayes Approved

Next Meeting: February 1, 2021

Cathy Wood