

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

Monday, April 5, 2021

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

In Attendance: Gayle James, Jim Dillon, Jerry Hunter, Kitty Hayes, Anne Baldwin, Cathy Wood

Absent: Birgit Latray, Caryl Kinney, Nancy Peckham, Maryanne Adams

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 March minutes were reviewed.

Motion to approve: Kitty Hayes Second: Jerry Hunter

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

Motion to approve: Jim Dillon Second: Anne Baldwin

Treasurer's Report: Approval of February Treasurer's report was deferred until April meeting.

Motion to approve: Anne Baldwin Second: Cathy Wood

Motion to approve March Treasurer's report: Jerry Hunter Second: Anne Baldwin

COMMITTEE REPORTS:

Planning Committee: No date has been set by FLLS for workshop date. Gayle and Kitty have been working together looking for community input and reviewing service plans from other libraries.

Finance Committee: Nancy, Gayle, and Cathy will meet to review the responsibilities of the Finance Committee. Options and recommendations for fill treasure's position after June 30th will also be discussed.

Old Business:

- 2020 Form 990EZ Late Filing (2018 -19) - No Information
- Back Canopy & front door lockset – on hold

New Business:

- New printer is in and working well.
- 2020 IRS Form has been filed and accepted.
- 2020 Budget vs Actual – waiting for approval. Jim Dillon asking for clarification concerning reconciliation with QuickBooks report and current bank statement. He is seeking professional financial advisement.
- New Records Policy and Unattended Children’s Policy were reviewed and unanimously approved.
- Meeting documents will be distributed one week before meeting date.
- Annual Community Report is completed and has been approved.

Motion to Adjourn: Jim Dillon Second: Kitty Hayes Approved

Next Meeting: May 3, 2021

Cathy Wood

Secretary