

# **.STEWART B. LANG MEMORIAL LIBRARY**

## **BOARD OF TRUSTEES MEETING MINUTES**

**May 3, 2021**

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

**Absent:** Birgit Latray, Caryl Kinney, Nancy Peckham,

**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 April minutes were reviewed.

Motion to approve: Jerry Hunter      Second: Anne Baldwin

**Director's Report:** The April Director's report was reviewed.

Motion to approve: Kitty Hayes      Second: Jim Dillon

**Treasurer's Report:** There was no Treasurer's Report for April at meeting time.

### **COMMITTEE REPORTS:**

**Planning Committee:** Gayle and Kitty reported on a first draft outlining a Long Range Plan of Service. There was a discussion about goals and how to measure them.

**Finance Committee:** Nancy, Gayle, and Cathy met and reviewed the responsibilities of the Finance Committee and suggested contacting Mary Begley about filling the treasure's position on the Board after June.

### **Old Business:**

- 2020 Form 990EZ Late Filing (2018 -19) - No Information
- Back Canopy & front door lockset – on hold
- Continued discussion about QuickBooks report vs Bank statements.

### **New Business:**

- Computer and Internet Usage Policy was reviewed with no changes.
- Reminder about Sexual Harassment Self-Training (<https://www.flls.org/hr>)

**Motion to Adjourn:** Kitty Hayes      Second: Jerry Hunter      Approved

**Next Meeting:** June 7, 2021

Cathy Wood

Secretary