

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

July 12, 2021

In Attendance: Gayle James, Jim Dillon, Jerry Hunter, Mary Begley, Kitty Hayes, Anne Baldwin, Maryanne Adams, Birgit Latray, Nancy Peckham, Cathy Wood

Absent: 0

Community members: 0

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 June minutes were reviewed.

Motion to approve: Kitty Hayes Second: Anne Baldwin

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

Motion to approve: Nancy Peckham Second: Maryanne Adams

Treasurer's Report: There was no Treasurer's Report for June given at this meeting.

COMMITTEE REPORTS:

Facilities Committee: Jerry mentioned some concerns about the west side of the building needing gutters. He will check on pricing. Also, Gayle mentioned continued concern about the condition of the parking lot. Jim will contact the Village board to inquire about further repairs and possibly sharing costs. Jerry and Jim will bring back information.

Personnel Committee: Maryanne and Anne will review term limits and absentee policy.

Old Business:

- Form 990EZ Late Filing (2018 -19) 2019 is still under review.
- Long Range plan of service – no updates
- Back Canopy & front door lockset – tabled
- Reminder: Need to complete Sexual Harassment self-training by October (<https://www.flls.org/hr>). Please notify Gayle when completed.

New Business:

- Thank- you card and gift for Caryl Kinney: Gayle.
- Review and approval of the following resolution:
As Mary Begley has replaced Caryl Kinney as Treasurer as of July 1, 2021, be it resolved that Mary H. Begley should be added to the list of those authorized to sign Library checks and open Library accounts at Community Bank, N.A. and that Caryl Kinney be removed from that list.

Motion to approve: Anne Baldwin Second: Maryanne Adams

- Review of Financial Policy – deferred
- Mary gave an update of her progress as she looks at previous bank statements and QuickBooks reports. She also clarified previous questions and concerns about bank statements vs QuickBooks. She has a contact email set up: treasurer@langlibrary.org and has asked that the Finance Committee to meet with her once a month.

Motion to Adjourn: Jerry Hunter Second: Kitty Hayes Approved

Next Meeting: August 2, 2021

Cathy Wood

Secretary