

STEWART B. LANG MEMORIAL LIBRARY

BOARD OF TRUSTEES MEETING MINUTES

August 02, 2021

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

Absent: Birgit Latray (Excused); Nancy Peckham (Excused)

Community members: None

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 July minutes were reviewed.

Motion to approve: Jerry Hunter, Second: Kitty Hayes. Motion approved.

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

Treasurer's Report: The Treasurer's monthly report was presented and reviewed.

Motion to approve and pay bills: Anne Baldwin; Second: Jerry Hunter. Motion approved.

Committee Reports:

Planning: No updates.

Facilities: Jerry has gotten one estimate for gutter repair and will get two more. Discussion continued about parking lot repair and obligation of Village. Committee will ask Mr. Lincoln to visit parking lot and hear the Board's concerns about needed repair. Jim and Jerry will check with some paving companies for repair estimates.

Personnel: Anne and Maryanne reviewed the matter of trustee term limits, and recommended that the By Laws be revised to state that term limits are not necessary at this time. Regarding trustee absences from board meetings, the Committee recommended that the By Laws be revised to emphasize the expectation of regular attendance and require advance notification in order for an absence to be considered excused.

Old Business:

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

New Business:

- Reviewed Conflict of Interest Policy. No changes needed.
- Reviewed Code of Conduct Policy. No changes needed.
- Review and approval of revised Infectious Disease Control Policy.
Motion to approve: Kitty Hayes, Second: Anne Baldwin. Approved.
- Review and approval of revised Financial Policies and procedures.
Motion to approve: Jerry Hunter, Second: Maryanne Adams. Approved.

- Review and approval of Board resolutions:

(1) As a part of the Library's realignment of financial responsibilities, be it resolved that Cathy Wood (Secretary) and Jerry Hunter (Vice President) be added to the list of those authorized to sign Library checks and open Library accounts at Community Bank, N. A., and that James Dillon (President) be removed from that list.

Motion to approve: Maryanne Adams, Second: Kitty Hayes. Approved.

(2) To improve the accounting process for card expenses, be it resolved that the Board authorizes Mary Begley (Treasurer) to obtain a business credit card in the name of the Library with Gayle James (Director) as the authorized card holder. Once the credit card is available for use, the Treasurer will ensure that the existing Library debit card is cancelled and destroyed.

Motion to approve: Jim Dillon, Second: Anne Baldwin. Approved.

(3) In order to more efficiently and securely manage the Library's operating funds, be it resolved that the Board authorizes Mary Begley (Treasurer) to open an interest bearing money market account at Community Bank, N.A., and to transfer money between the existing checking account and the new money market account from time to time as deemed in best interests of the Library.

Motion to approve: Jerry Hunter, Second: Kitty Hayes. Approved.

Motion to Adjourn: Mary Begley, Second: Kitty Hayes. Motion approved.

Next Meeting: September 13, 2021

Cathy Wood