

# STEWART B. LANG MEMORIAL LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

September 13, 2021

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

**Absent:** Birgit Latray (unexcused)

**Community members:** 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 August minutes were reviewed.

Motion to approve: Maryanne Adams Second: Anne Baldwin Motion approved

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

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

Motion to approve report and pay the bills: Motion: Kitty Hayes Second: Jim Dillon.  
Motion approved.

### **Committee Reports:**

**Planning:** A proposed Plan of Service will be emailed to board members. Committee is open to comments.

**Facilities:** Jerry is working on getting estimates for gutter project and also reported basement septic lift pump repair is waiting on new parts. Jim met with Carl Lincoln to discuss and examine needed repairs to Library parking lot. Some minor repairs will be done before winter. The following resolution resulted:

Be it resolved that the Library Board will reimburse the Village of Cato for 50% of their cost, up to a maximum Library contribution of \$6,500, for paving the Library driveway and the entire Library parking lot. The Village will hire a contractor and manage the work, and expects to complete the work during year 2022. The Library reserves the right to review and comment on the contractor's proposal before acceptance.

Motion to accept resolution: Mary Begley Second: Anne Baldwin Approved

### **Old Business:**

- Reminder: Need to complete Sexual Harassment self-training by October (<https://www.flls.org/hr>). Please notify Gayle when completed.

### **New Business:**

- Reved and approved revised By Laws (Revised Article I Section 1 to state that there are no trustee term limits at this time. Added Article 1 Section 3 to address trustee absences from board meetings).  
Motion to approve: Maryanne Adams Second: Anne Baldwin Approved
- Reviewed and approved FLLS Free Direct Access Plan 2022 – 2026  
Motion to approve: Jim Dillon Second: Nancy Peckham
- After a presentation, review and discussion of current Library finances (income, profit and loss figures) Mary suggested the Board move \$75,000 from operating cash to long term investments.  
Motion to move \$75,000 to long term investments: Mary Begley Second: Jerry Hunter Approved  
  
Motion to open Vanguard account and invest \$75,000 in Vanguard Balanced Index Fund: Mary Begley Second: Nancy Peckham Approved

**Motion to Adjourn:** Kitty Hayes Second: Maryanne Adams Motion approved

Cathy Wood