

# STEWART B. LANG MEMORIAL LIBRARY

## BOARD OF TRUSTEES MEETING MINUTES

October 4, 2021

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

**Absent:** 0

**Community members:** 0

The meeting was called to order and the agenda adopted. All necessary documents were previously emailed to members.

**Secretary's Report:** The September minutes were reviewed.

Motion to approve: Maryanne Adams Second: Kitty Hayes Motion approved.

**Director's Report:** The September 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: Jerry Hunter Second: Birgit Latray  
Motion approved.

The following Resolution was presented regarding the recently established Vanguard Account:

Each of the authorized signatories identified in the Vanguard Application and identified as Mary H. Begley, Catherine A. Wood, and Gerald L. Hunter, is duly authorized by resolution of the Board of Directors of Stewart B. Lang Memorial Library at its September 13, 2021 Board Meeting to act on behalf of the organization in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the Stewart B. Lang Memorial Library. Each signatory is authorized to invest the assets of the organization; obtain information and give instructions for the purchase, sale, exchange, or transfer of securities; engage in margin and option trading on Vanguard Brokerage accounts owned by the organization; and execute any necessary documents in connection with those securities and/or the Vanguard accounts owned by the organization.

Motion to approve resolution: Mary Begley Second: Anne Baldwin Approved.

### **Committee Reports:**

**Planning:** Plan of Service template sent to Sara for review. Copy sent to board members.

**Facilities:** Septic pump is installed. Gutter projected to be completed by December. Cost is \$800. No updates on parking lot.

**Personnel:** Committee is researching other names that might better explain their duties as well as possibly expand their duties. A note that annual review is coming up.

**New Business:**

- There will be some changes to By-Laws concerning the annual meeting and election of officers.
- Reviewed and approved revised Record's Policy: Insurance records will be kept for seven years on file. Motion to approve change: Kitty Hayes Second: Jerry Hunter Approved.
- Reviewed and approved revised Infectious Disease Control Policy. Motion to approve: Jim Dillon Second: Nancy Peckham Approved.

**Motion to Adjourn:** Jerry Hunter Second: Birgit Latray Motion approved.

**Next Meeting:** November 1, 2021

Cathy Wood - Secretary