

The Community Library
Board of Trustees Meeting
October 14, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:05 p.m.
Present: Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Janet Sand, Julie Santoro, Julia Walter, Kim Zimmer.(Ken Hotopp, Dee Neary via Zoom). Excused: Jim Collins.

Minutes:

Mrs. Neary moved that the minutes of September 2021 be accepted. This was seconded by Ms. Clark and unanimously approved.

Director's Report:

Ms. Zimmer indicated that attendance and usage of the library has continued to increase (unlike several other libraries in the area).

Donald La Plant and Julia Brandel are updating collections and using social media to keep patrons informed.

Pam O'Connor is organizing the history room.

Ms. Zimmer is working on the Friends newsletter.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for September. The trustees reviewed the current bills. Ms. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter has been meeting with Ms. Zimmer regarding next year's expenses and budget.

Building & Grounds:

Mr. Barnes reported that there will be two people (at the door and in the basement) to oversee early voting. All voters will be required to wear masks.

Mr. Barnes asked trustees to help with cleanup of the exterior Monday, October 19, 10:00 a.m.

Mr. Barnes, Mr. Hotopp, and Ms. Zimmer are seeking an attorney who specializes in construction issues regarding the faulty heating system in the new concrete.

Lamont Engineers have suggested leaving the exterior fire escape for the present.

Since Lexington Cleaners contract expires at the end of the year, Mr. Barnes is pursuing the possibility of hiring an individual for general staff maintenance .

Personnel:

Ms. Walter made a motion, seconded by Mrs. Sand, and was unanimously approved to hire Amy Gingell for the position of Library Clerk.

The Staff and Friends Appreciation dinner will be October 20, 5-7 p.m.

Policy:

Mrs. Sand indicated that the committee is working on social media and fine free policies.

Board Development:

Mrs. Neary reported that the committee is considering logos, use of grant money, and increased use of the library's website.

Long Range:

Ms. Clark reported the committee continues to work with Wade Abbott regarding publicizing and utilizing the plan of service.

Unfinished Business:

The anniversary tea is postponed until April 2, 2022.

Adjournment:

Ms. Clark made a motion, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:30 p.m.

Submitted by Virginia Downs