

The Community Library
Board of Trustees Meeting
September 9, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Present: Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Janet Sand, Julia Walter, Kim Zimmer, (via Zoom: Fred Barnes, Dee Neary). Excused: Jim Collins, Julie Santoro.

Guests:

Ms. Katherine Hawkins and Ms. April Davies, MVLS representatives, attended the meeting. Ms. Hawkins explained that MVLS functioned as an umbrella group for four counties. Among its numerous services, MVLS provided covid guidelines to the member libraries. Ms. Davies emphasized that the college library is pleased to coordinate with TCL at all times.

Minutes:

Mrs. Sand made a motion, seconded by Ms. Walter, and was unanimously approved to accept the August 2021 minutes.

Director's Report:

Ms. Zimmer reported that Midtel is planning to change phone services from Verizon to Middle this month.

Ms. Zimmer presented the new chart that outlines the library's policy regarding covid. This represents the guidelines issued by the CDC. At this time masks are required for all patrons and most of the patrons understand and accept the need. Ms. Zimmer and her staff have had to deal with a few angry and belligerent patrons; the trustees unanimously agreed that Ms. Zimmer nor her staff should have to accept such behavior, and these individuals should be asked to leave and use curbside services.

September 28 the library will host voter registration; Ms. Zimmer asked for volunteers to assist. Commencing October 23 the library will be used for early voting.

Ms. Julia Brandel has been busy weeding and updating the youth collections.

Mr. Donald LaPlant has been using Facebook to announce library activities and events.

Treasurer's Report:

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

Committee Reports:

Finance:

No report

Building & Grounds:

Ms. Zimmer indicated that Constellation's energy contract (National Grid) needs to be updated. Mrs. Sand made a motion, seconded by Mrs. Downs, and was unanimously approved to accept the new contract.

Ms. Zimmer told the trustees that the library needs a new phone system and recommended this be added to the next budget.

Ms. Clark made a motion, seconded by Mrs. Sand and was unanimously approved to obtain an extension on the 2020 project which must be completed by June 30, 2023.

Mr. Hotopp suggested the library obtain a plan of action from Brandon Becker (Lamont Engineers).

Personnel:

Ms. Walter asked the trustees to appoint Donald LaPlant to the Librarian I position. The trustees unanimously voted to appoint Mr. LaPlant.

Policy:

Mrs. Sand asked if the trustees had questions about the Internal Financial Review Policy. The trustees voted unanimously to approve this policy.

Board Development:

Mrs. Neary asked the trustees if there were any revisions to the updated By-Laws. The trustees voted unanimously to accept the By-Laws.

Mrs. Neary mentioned that the new sketch is completed.

Long-Range Plan:

Ms. Clark indicated that the committee is developing plans to implement the approved plan.

Anniversary:

Mrs. Berard and Ms. Walter outlined the Jazz Speakeasy event, September 17, 6:00-9:00 and the Roaring '20's Tea October 3.

Old Business:

Mr. Hotopp will contact Lamont Engineers for names to contact an attorney that specializes in construction issues. He will also seek an estimate from a construction company to estimate the cost of repairs of the heated outside stairs.

Important Dates:

10/14/21- Next trustee meeting at 1:00 p.m.

Adjournment:

The meeting was adjourned at 2:50 p.m.

Submitted by Virginia Downs