

## **Trustee Meeting Minutes October 7, 2019**

Present: Carolyn Noble, Rose Tallon, Cheryl Warren, Josh Carter, Bridget Whalen-Nevin, and Clara Warren.

Absent: Erin Begel

Meeting called to order by Carolyn Noble at 6:30.

**Public comments:** None

Approval of minutes of 09/Sep/2019- Motion to accept made by Rose 2<sup>nd</sup> by Cheryl. All in favor.

### **Treasurer's Report reviewed:**

- Bridget reviewed the report on behalf of Denise.
- Motion to accept by Josh and 2<sup>nd</sup> by Rose.

### **Director's Report reviewed:**

- Construction update:
  - Albany is losing patience. Need Wayne and David to be done, unfortunately it is a scheduling issue.
  - Carolyn will make a call to David and Wayne.
  - If required, Carolyn will call Albany and ask what our options are.
- Ann Doyle Memorial Garden – Bridget has requested the estimate for the garden.
- NCLS Annual meeting – Megan was able to join Bridget.
- Paid family leave – cost has increased. This is paid by Bridget. (this would allow an employee to have up to 10 weeks consecutive to care for a family member).
- At the last Town of Morristown board meeting Michele Whalen reminded the board to include the Village's contribution in the 2020 budget. We should have either the Director or a Trustee attend the meetings.
- Bridget asked if we would consider spraying for bugs in 2020. We can look at different options.

### **Old Business:**

- WIFI Hotspots: Bridget will contact Senator Ritchie to get assistance. Verizon was not very helpful.
- NCLS hired a keynote speaker from "EveryLibrary" and hosted a seminar 10/3 in Sackets Harbor. Our Director attended:

He said that if we are on the ballot in May we need to start surfacing now.

  - Facebook: Bridget will get our account registered as a 501(c)3. This will allow us to have a "donate" button on every post.
  - We need to post on Facebook daily.

- Need to take pictures of all the cool activities being held at the library and get them published on North Country Now and WDT monthly.
- Need to be known by everyone in the community.
- Need to ask for more resources. Don't just talk about the good stuff you do, be very clear about our limited resources and our plan for improving.
- Yard signs: Suggestions to have yard signs with a saying that says something like: "A reader lives here – Morristown Public Library."
- Approval of the audit. To be completed ASAP. – Motioned by Joanne and 2<sup>nd</sup> by Clara.
- Josh will start his Treasurer training with the Director this month.
- Sexual Harassment Policy: Bridget shared an example with the Trustees. Bridget will run it by NCLS and if approved we will look at adopting it.

**New business:**

- Sadly; Clara will be resigning after the annual meeting. Motion to regretfully accept Clara's resignation by Cheryl and 2<sup>nd</sup> by Rose.
- Josh Carter needs to go to the bank to be added as a person able to sign checks.
- Meetings in the winter: Will skip December – possible the winter months as well, unless a meeting is required.

**Announcements:**

None

**Discussions:**

- Annual Meeting will be on November 18<sup>th</sup> at 6:30.

**Meeting adjourned – 7:28** Motioned by Cheryl and 2<sup>nd</sup> by Josh.