

## Trustee Meeting Minutes November 9, 2020

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

Absent: Betsy Sponable.

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

**Public comments:** None

Approval of minutes of 19/Oct/2020- Motion to accept after spelling correction made by Rose 2<sup>nd</sup> by Cheryl. All in favor.

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

- Balance in checking account \$48,458.98 (attached).
- Motion to accept by Josh and 2<sup>nd</sup> by Rose.

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

- It has been reported by one of our patrons that a HotSpot service was discontinued. Upon investigation it has been determined that the device was using international data and had charges totalling over \$1,000. The Director will work with Verizon to straighten this out.
- Do we want to go on the ballot for a 2021 increase? No.
- Summer patron inquired as to whether we have a DTC number. She often gifts stocks to her charitable organizations and this number is required in order for her to donate stock to the library. Rose Tallon will investigate this further with Community Bank and report at our next meeting.
- Because of the pandemic, \$18,576 that was originally slated for budget line items in November of 2019 has not been needed: DVDs, Mileage, Office Supplies, Computer, Maintenance, Summer Reading, Programs and Wages are all considerably less funds than the library has allotted. The Director respectfully requests to use \$6k of this money to purchase:
  - A "disaster plan" door with a mail slot for safely passing circulation items to patrons. This would replace the main entry door and be under the cover of the roof for patron comfort.
  - A GBC HeatSeal Ultima 65 Laminator for the creation of many Story Walks in collaboration with the Gateway Museum's 200<sup>th</sup> Anniversary Celebration.
  - Cheryl Motions to accept, 2<sup>nd</sup> by Erin. All in favor.

### **2021 Proposed budget (attached)**

Rose motions and Erin 2nds the budget as proposed. All in favor.

### **Trustee Roles**

Rose motions and Erin 2nds the Secretary to cast one ballot as follows:

- President Carolyn Noble
- VP Rose Tallon
- Treasurer Josh Carter
- Secretary Cheryl Warren

### **2021 Meeting Dates**

January 11, February 8, April 12, May 10, June 14, July 12, August 9, September 13, October 18, November 8 Annual Meeting and December 13. All meetings begin at 6:30 unless otherwise noted.

Cheryl motioned and Rose 2<sup>nd</sup> to adjourn meeting at 7:07. All in favor.

Respectfully submitted,

Cheryl Warren, Secretary