

Minutes of the February 4, 2020 Regular Meeting  
of the  
Library Board of Trustees

Members Present: Karen McComb, Nancy Germain, Toni Morrison, Laura O'Connor,  
Amy Peters, Kathy O'Connell, Nancy Seifts, Nancy Welch.  
Members Absent: None  
Staff Present: None  
Guests Present: None

Meeting Called to Order by 4:03 p.m.

- I. Public Comments: None.
- II. Motion to approve the Minutes of the January 7, 2020, Regular Meeting was made by L. O'Connor, seconded by N. Seifts and passed unanimously.
- III. Friend's Report: None
- IV. President's Reports – Karen McComb
  1. The Hold Harmless Agreement with Cornell Cooperative Extension was signed and returned to the Hamilton County Cooperative Extension office. U.S Census has completed a similar agreement and will have three days of training at the library soon.
  2. President McComb informed board that the Plan of Service meeting on January 8<sup>th</sup> was informative. S. Matthews is the lead contact for the project. N. Welch volunteered to assist Sherry with the process. There is a communication issue that will be resolved shortly.
  3. President McComb informed the Board that N.Welch was reappointed for another term.
  4. A SALS Challenge Grant in the amount of \$5,000.00 was awarded to the library with work to be completed in the spring. The stairs on the east side of the building will be replaced. K. O'Connell will get contact Randy Lavarney at the town and begin the process.
  5. President McComb reviewed the updated collection policy and provided the Board with copies of the policy.
  6. President McComb presented a draft sign usage policy. A Motion to accept updated policy was made by L. O'Connor, seconded by N. Germain and passed unanimously.

V. Treasurer's Report – Nancy Seifts

1. Financial reports were provided to the Board prior to the meeting.

VI. Committee Reports:

1. Collection – a calendar of committee meetings for 2020 has been distributed to committee members. The next meeting is Thursday, February 23th at noon.
2. Publicity – Discussion ensued regarding the monthly calendar and ability to reproduce for publicity purposes. Motion for L. O'Connor to investigate the cost of a laptop computer specifically for event promotion made by K. McComb, seconded by N. Seifts and carried unanimously.
3. Building – no report.
4. Personnel – Committee will meet soon to discuss future staffing due to recent resignation.
5. Fundraising – A sample tote bag was provided for Board review. A motion to order 100 tote bags for fundraising was made by L. O'Connor, seconded by N. Seifts and passed unanimously.
6. Events/Programs –K. O'Connell provided a movie schedule to the Board.
7. Community Involvement – K.O'Connell provided the Board with the updated community survey will will be mailed to residents on February 18<sup>th</sup>.
8. Finance – no report.

VII. Director's Report: None

VIII. Old Business

1. Signage for events re: photos and release is complete and will be posted at the circulation desk.

IX. New Business

1. Flag replacement (current flag is frayed) and light . Nancy Seifts will check with the town for possible replacement.

Motion to adjourn was made at 6:10 p.m. by N. Welch seconded by N. Germain, and passed unanimously.

Respectfully Submitted,  
Toni E. Morrison, Secretary