

Minutes of the November 3, 2020 Regular Meeting  
of the  
Library Board of Trustees

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

Meeting Called to Order at 4:15 p.m.

- I. Public Comments: None.
- II. Motion to approve the Minutes of the October 6, 2020, Regular Meeting was made by K. O'Connell, seconded by N. Welch and passed unanimously. Motion to approve the Minutes of the October 26, 2020, Special Meeting was made by N. Welch, seconded by K. O'Connell and passed unanimously.
- III. Friend's Report: None
- IV. President's Report – K. McComb
  1. K. McComb thanked the staff and volunteers Susan Lane and Toni Morrison for their efforts at the Trunk o' Treats event. Despite COVID, this event was once again a huge success.
  2. Regarding the garden – K. O'Connell is preparing the garden for winter and work should be completed shortly.
  3. K. McComb requested volunteers for the Holiday Stroll on November 27<sup>th</sup>. Currently there are 4 vendors signed up for the vent. Space is limited this year due to COVID guidelines. T. Morrison volunteered to help set up for the event. The Trustees requested that the staff decorate the Library prior to the Holiday Stroll.
  4. K. McComb stated that a Nominating Committee must be formed to nominate an individual for the office of the President. K. O'Connell and N. Seifts volunteered to serve on the Nominating Committee and present a slate at the December meeting.
- V. Treasurer's Report – Nancy Seifts
  1. Financial reports were provided to the Board prior to the meeting for their information and review.
  2. Balances look good in both H and L funds to date.
  3. Regarding the proposed budget, the Town Board agreed with the steps that the Library Board has taken to reduce overall budget increase.
- VI. Committee Reports:

1. Collection – Report is attached. K. McComb has added new titles to the Chamber shelf and the Laundromat. These consist of items withdrawn from the collection or donations that were duplicates of titles already in the collection.
2. Publicity – Possibility of a quarterly newsletter was discussed at length. In addition, Board Members agreed to provide G. Rhinehart items to be added to the FB page on a rotating monthly basis.
3. Building –Mike Visscher moved the thermostat, however, the wall needs to be patched/painted.
4. Personnel –No report.
5. Fundraising –The Gift Card Tree Raffle is ongoing. Drawing will be held during the Holiday Stroll. It is hoped that the Library will be able to sell tickets and tote bags during the event.
6. Events/Programs – Movie night was postponed but is anticipated to begin before the end of the year.
7. Community Involvement –The Toys for Tots collection will occur again this year. The Board will investigate other programs that could benefit by the Library’s involvement. Examples are Wreaths Across America and an ongoing program sponsored by the school for military personnel.
8. Finance –None

VII. Director’s Report: Report is attached.

VIII. Old Business –

1. K. McComb requested that S. Matthews provide the recently updated MOU to the Board at the next meeting.
2. Plan of Service update – S. Matthews and N. Welch will be reviewing/revising information to be included.

IX. New Business

1. None.

Motion to adjourn was made at 5:18 p.m. by N. Welch, seconded by N. Seifts, and passed unanimously.

Respectfully Submitted,  
Toni E. Morrison, Secretary