

Caldwell-Lake George Library
Board of Trustees Meeting - September 17, 2020

Call to Order: President Laura Cocozza called the meeting to order at 9:05 am with the following members present T. Earl, J. Loonan, P. Mannix, D. Marinelli. M. Seeger, and D. Smith, and N. Stannard. Absent: M. Mannix. Also present: L. Burrows, Interim-Director.

Approval of Agenda: *MOTION: D. Marinelli moved and T.Earl seconded to approve the agenda as written. Unanimously approved.*

President Cocozza announced that Stacie Dunn has resigned from the board.

Approval of Minutes: Correct L. Cocozza's last name in the July 14 and July 31 minutes.

MOTION: D. Smith moved and T. Earl seconded to approve all minutes presented. Unanimously approved.

Treasurer's Report and 2021 Budget: D. Smith presented the report for spending in July and August. She noted the \$40K CD matured and was deposited in the fund raising account. The CD interest was noted as \$314.25. ***Original attached to minutes.***

2021 Budget: D. Smith highlighted areas she was recommending to decrease due to the Town cutting our funding by 20%. Periodical: Subscription, Books (funding will come from Friends), DVDs (no new titles), Equipment, Programs, Museum m'ships, Repairs/Maintenance and Utica Insurance (removing car insurance portion).

Also noted was the \$5000 from SALS construction grant has been received but not deposited. It may be in the safe, but there is an issue with the combo. A call to SALS, Diane Winter has been placed to inquire if the check was deposited.

MOTION: L.Cocozza moved and P. Mannix seconded to approve Treasurer's and 2021 Budget reports. Unanimously approved.

Correspondence: Recent contributions made to the library have received acknowledgements.

Director's Report: L. Burrows presented August Statistics. ***(Report attached to original)***

She highlighted the following:

- Reopening plan remains at Monday-Friday for browsing and/or curbside pickup. Patrons are asked to sign in for tracing, wear masks and sanitize hands and limit time to 20 minutes.
- Upcoming virtual events for September, October, November and December.

- Website is up and live.
- Personnel update, hiring of new Library Assistant.

Building and Grounds: T. Earl reported the following:

- Thermostat change to winter function.
- Will talk to engineer prior to our October meeting.
- Air filter more than sufficient.
- \$106 rebate Visa to be used to purchase books.
- A new volunteer is need for the gardening.

JA Project Agreement: ***MOTION: M. Seeger moved and T. Earl seconded to approve the agreement with SALS. Unanimously approved.***

Bylaws Amendment: 4 a. The Library shall be governed by a Board of Trustees. The Board shall consist of nine (9) members. They shall serve for three (3) year terms. A trustee may be re-elected, but no trustee shall serve for more than two (2) consecutive terms, provided however, that after a lapse of one (1) year, a member may be elected again to serve as a director. The past president may serve for no more than six (6) additional years after their presidency. ***MOTION: D. Marinelli moved and J. Loonan seconded to approve amendment to bylaws. Unanimously approved.***

Personnel: L. Coccozza updated the Board on personnel matters. ***MOTION: M. Seeger moved that as of October 1, the interim director be transition to permanent director. Ayes – 5, Nay - 1. Motion carried.***

Other Business: President Coccozza stated that all trustees will have copies of all policies, Trustees Handbook (given to new members at meeting) and Bylaws. M.Seeger will scan and email all policies and bylaws to members.

Adjournment: ***J. Loonan moved to adjourn the meeting at 11:15 am. P. Mannix seconded. Unanimously approved.***

Respectfully submitted,



Mona Seeger, Secretary