**Caldwell-Lake George Library**

**Board of Trustees Meeting - October 16, 2020**

**Call to Order:** President Laura Cocozza called the meeting to order at 9:10 am with the following members present T. Earl, J. Loonan, M. Mannix, P. Mannix, D. Marinelli. M. Seeger, and N. Stannard. Absent: D.Smith. Also present: L. Burrows, Director and Jessica Hunsicker.

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

**Approval of Minutes: *MOTION:*** ***P. Mannix moved and D. Marinelli seconded to approve the September minutes as written. Unanimously approved.***

**Treasurer’s Report:** Report attached to original. ***MOTION:*** ***L.Cocozza moved and D.Marinelli seconded to approve Treasurer’s Reports. Unanimously approved.***

**Correspondence:** No Report.

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

The Director highlighted the following:

* Friends have allocated $400 for the purchase of books in October, November and December. Also paid conference and membership fees to NYLA.
* Reviewed reopening covid plan.
* ALA Grant Opportunity.
* Reviewing minimum standards for library.
* Purchased or renewed museum memberships.
* Newsletter, website and Facebook.
* Personnel update, introduced Jesse Hunsicker as newly hired library assistant.
* Book sale generated approximately $100.

**Pay Bills:** ***P. Mannix moved, seconded, T.Earl to pay all bills. Unanimously approved.***

**Building and Grounds:** T. Earl reported the following:

* Meeting with engineer postponed until Oct. 27th at 1 pm.
* Need volunteer(s) for landscaping.
* Heating/Cooling service performed.

**Grant Committee:** Need to form a committee.

**Personnel:** No report.

**Old Business:** Strategic Plan: There hasn’t been any headway on the plan. SALS will extend the deadline. Director will upload survey to website and Facebook. Safety Plan: More detail is needed.

**Bylaws Amendment:** Section 9 b needs to be amended. M. Seeger will rewrite the section to align with Section 8 g.

1. b. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a simple majority of the existing Board (5) shall constitute a quorum for the conducting of all business.

**Adjournment:** ***T. Earl moved to adjourn the meeting at 11:00 am. M. Mannix seconded. Unanimously approved***.

Respectfully submitted,



Mona Seeger, Secretary