

**Caldwell-Lake George Library**  
**Board of Trustees Meeting – December 18, 2020**

**Call to Order:** President Laura Coccozza called the meeting to order at 9:05 am with the following members present T. Earl, J. Loonan, M. Mannix, P. Mannix, M. Seeger, D. Smith and N. Stannard. Absent: D. Marinelli. Also present: L. Burrows, Director, Suzanne Hunsicker and Sara King, representing the Friends.

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

**Approval of Minutes:** *MOTION: T. Earl moved and J. Loonan seconded to approve the November minutes as written. Unanimously approved.*

**Treasurer's Report:** Report attached to original. *MOTION: T. Earl moved and L. Coccozza seconded to approve Treasurer's Reports. Unanimously approved.*

**2021 Budget:** The budget was reviewed at the November meeting and tabled for approval at this meeting. *MOTION: M. Seeger moved and M. Mannix second to approve the 2021 budget. Unanimously approved.*

**Correspondence:** No Report.

**Director's Report:** *(Report attached to original)*

The Director highlighted the following:

- Library will continue curbside only until early 2021.
- ALA Grant Opportunity approved. Announcement will be in early January.
- Welcome seven new patrons. Circulation is up from 2019 and eBooks and Libby content has increased.

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

**Building and Grounds:** T. Earl highlighted the following (report attached to original):

- Explained the use of the personal alarms. Two new alarms have been ordered.

**Personnel:** D. Smith presented the personnel committee's recommendation for snow days. Only the Director will be paid for time used while working from home when library is closed due to inclement weather. If LGCS is closed and library staff feels they can travel to work, the Director will post on the school network, email blast to patrons,

and all social media outlets notifying that the library is open. **MOTION: T. Earl moved and J. Loonan second. Unanimously approved.**

**Telecommuting Policy:** Original attached to minutes. **MOTION: D. Smith moved and P. Mannix second to approve the policy. Unanimously approved.**

**Old Business:** Minimum Standards for the library needs to be finalized. L. Cocozza, M. Seeger and the Director will meet in early January to review the current policies and recommend any that are lacking or need updating.

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Mona Seeger".

Mona Seeger, Secretary