

**Caldwell-Lake George Library**  
**Board of Trustees Meeting – January 15, 2021**

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

**Approval of Agenda:** Amendments to agenda: removal of annual budget; add library policy; and executive session. ***MOTION: D.Marinelli moved and P.Mannix seconded to approve the amended agenda. Unanimously approved.***

**Approval of Minutes:** ***MOTION: M. Mannix moved and D.Smith seconded to approve the December minutes as written. Unanimously approved.***

**Treasurer's Report:** (*Report attached to original.*) D.Smith reviewed the December finances.

- She noted that we need a W-9 form from the firm who did the sewer work last month.
- The TD matched funds will be deposited into the GFN Bank account.
- Treasurer plans to look into moving our bookkeeping services.

***MOTION: J.Loonan moved and T.Earl seconded to approve Treasurer's Reports. Unanimously approved.***

**Correspondence:** No Report.

**Director's Report:** (*Report attached to original*) The Director highlighted the following:

- Curbside pickup continues. No in person programming until further notice.
- 108 items added to our catalog.
- We are seeing a dramatic increase in reference questions. Many patrons are utilizing our online catalog, but many more are calling us and requesting the items that they have seen featured online.
- E-book use continues to increase, double last year's use
- We were chosen as 1 of 200 libraries nationwide in the first round of the ALA's grant: Libraries Transforming Communities: Focus on Small and Rural Libraries. The grant (\$3,000) is focused on community engagement.
- 2 new personal security devices for staff
- Plumbing issues resolved.
- Staff has been weeding and tidying the library's collection, with a focus on refreshing displays. You'll find many books facing out so that the cover can be seen. This is proven to increase circulation.

Wi-Fi signal seems to be weak. It was suggested that the director contact Spectrum to either upgrading our speed and/or replace our modem.

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

**Building and Grounds:** T. Earl explained what was done to clean out the sewer line that was clogged with tree roots.

He has contacted the architect regarding the promised written report on the proposed addition. As of the meeting, he had not heard back.

**Friends:** No report

**POLICIES: Pandemic Response Policy:** Library will continue curbside service until further notice.

**Minimum Standards: Continuation of Operation** (attached to original). Correction to Phase 4 and 5; masks must be worn. **MOTION: T.Earl moved, L.Cocozza seconded to approve policy.**

**Pandemic Policy** (attached to original): Correction: remove V. Staffing "with a maximum 7 hour work day and 35 hour work week per full time employee **L.Cocozza moved, P.Mannix seconded to approve policy with correction to misspellings.**

**Meeting Room Policy:** Tabled.

**Library Rules:** (attached to original) Correction: remove "accompanied" in children section. Rules must be posted in highly visible areas of library. **MOTION: J.Loonan moved, seconded P.Mannix. Unanimously approved.**

**Change of Officers:** L. Cocozza will be stepping down from the presidency to be the treasurer. She will be training with D. Smith who will be leaving the board in June. M. Mannix has been appointed president. Both positions will be presented at the annual meeting in June. **M.Seeger moved, D.Smith seconded to approve these changes. Unanimously approved.**

**New Trustee:** Barb LaFond has agreed to serve on the Board for a 3 year term. **M.Seeger moved, J.Loonan seconded to approve Barb's addition to the Board. Unanimously approved.**

**EXECUTIVE SESSION:** At 10:45 am the board moved into executive session to discuss a personnel matter. Executive Session adjourned at 11:15 am. **L. Cocozza moved, seconded T. Earl to approve the personnel request. Unanimously approved,**

**Adjournment: T. Earl moved to adjourn the meeting at 11:20 am. M. Mannix seconded. Unanimously approved.**

Respectfully submitted,

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

Mona Seeger, Secretary