

**Caldwell-Lake George Library**  
**Board of Trustees Meeting – February 26, 2021**

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

**Approval of Agenda: *MOTION: M. Seeger moved and Laura C. seconded to approve the agenda as written. Unanimously approved.***

**Approval of Minutes: *MOTION: D. Smith moved and J. Loonan seconded to approve the January minutes as written. Unanimously approved.***

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

There is \$11,654.80 in a TD Bank Money Market Acct. It was suggested to drawdown the Acct. to \$2500 and deposit the withdrawal into GF Nat'l Bank. ***MOTION: J. Loonan moved and P.Mannix seconded, that the treasurer will make the final decision that best benefits the library. Unanimously approved.***

**Correspondence:** Director was asked to send acknowledgments to all the donors who gave to the Barb Durkish Memorial. Also a letter to the Durkish Family with the names and addresses of the donors along with total amount received so far. Any additional donations received should be thanked as they are received.

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

- Memorial donations continue to come in for Barb Durkish. The current total is \$1,140.00. Director's recommendation is that the funds should be allocated to programming in Barbara's memory.
- Curbside pickup continues. Discuss reopening plan with the board.
- We continue to see 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. We've also been assisting patrons with access to Zoom and Libby and teaching them to use these digital resources.
- E-book use continues to increase, double last year's use
- Children's section is being updated. We are weeding the collection and refreshing displays and signage, making the space more user friendly.
- Zoom license has been purchased. It's easier for our patrons and staff to use than our previous video platform.

- Director with meeting via Zoom meeting with Senator Stec to discuss Library Advocacy.
- Spectrum increased the Wi-Fi signal and staff noted the increased speed. According to technical support at Spectrum, the current modem the only a couple years old.
- Policy binders were put on hold until the annual report was completed. Director will hopefully have them completed by March meeting.

A lengthy discussed followed regarding a reopening plan. Further discussion was tabled and will be revisited at the March 19 meeting.

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

**Building and Grounds: (Report attached to original)**

**Friends:** CLGL and Friends have teamed up for a program entitled “Sustainable Shelves.” Older books are purged from our library and sent to bookseller warehouse. The books are either donated or recycled at no cost to CLGL.

Book Sale, March 13, 10 am – 2 pm.

**Personnel Committee:** No report. D. Smith and M. Seeger will meet in the near future.

**Nominating Committee:** P. Mannix agreed to serve on the Nominating Committee. Two trustees terms will end in June. One trustee can be re-nominated for a second 3 year term.

**Adjournment: MOTION: M.Seeger moved to adjourn the meeting at 10:50 am. B.LaFond seconded. Unanimously approved.**

Respectfully submitted,



Mona Seeger, Secretary

Next Meeting: Friday, March 19<sup>th</sup>, 9 am