

Caldwell-Lake George Library
Board of Trustees Meeting – March 19, 2021

Call to Order: President Margy Mannix called the virtual meeting to order at 9:00 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: L.Cocozza. moved and M.Seeger seconded to approve the agenda as written. All approved.*

Approval of Minutes: *MOTION: D. Smith moved and B.LaFond seconded to approve the February minutes as written. All approved.*

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

- Two CD's totaling \$60,403.92 will mature in April and August, 2021.
- CD's rates are low (1.05%). Treasurer will keep the \$11,655.25 at the TDBank.
- Moving forward with the change in bookkeeper.

MOTION: J.Loonan moved and L.Cocozza seconded to approve the monthly Treasurer's Report. All approved.

Correspondence: Acknowledgements have been mailed to all donors who have given to the Barbara Durkish Memorial, and will continue as donations are received. Director will send a letter to Durkish Family with names and addresses of donors.

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

- All staff will be vaccinated by 4/11/21. Director proposes reopening to in person browsing on 4/12/21.
- **Community Conversation (3/31/2021 at 7 pm)** planning continues. Focused agenda has been developed and will be shared with the Board. Need volunteers from the Board to assist in small groups.
- Annual report complete and submitted!
- JA (Joint Automation) visited on 3/2/21 and reviewed services, updated computers and added Ancestry access to public computers.
- Circulation desk computer no longer supported 12/31/21. Director laptop not supported any longer either. Recommend replacement with group order due 4/2/21.
- Partnership with Lake George Arts Project to promote local artists with new work quarterly.
- Children's section has been completely refreshed and reorganized, including all new signs! Come check it out!
- Fax machine is now operational!

Reopening update:

- Currently offering curbside pickup only. All three staff members have received first dose of COVID-19 vaccine. Staff will be fully vaccinated by 4/11/21. Director recommends reopening to in-person browsing, with restrictions.
- Frequent sanitizing of high touch areas throughout the day.
- Staff will continue self-monitoring for symptoms and logging temp.
- Printing available to patrons via printer address. Patrons are able to e-mail their documents directly to our printer. This service has continued during curbside pickup.
- Quarantine period for returned materials has been reduced to 48 hours. No fines being charged until we are fully reopened.
- Reopening recommended for 4/12/21; masks must be worn and social distancing guidelines will be enforced. Recommend computer use by appointment only

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

Building and Grounds: (Report attached to original)

Friends: March Book Sale generated \$150. Next sale will be April 17, 10 am – 2 pm.

Grants: No report

Personnel Committee: No report.

Nominating Committee: P. Mannix has a few suggestions for trustees.

New Business: M. Mannix reminded BOT of the SALS virtual Annual Meeting coming up in May.

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, April 16, 9 am