

Easton Library Board Meeting

September 14, 2020, 7:30 pm

In attendance: Jennifer, Peter, Patricia McFee, Chelsie, Mary Jane, Linda Borden

Minutes not approved, because the Board meeting was recorded by Zoom and minutes were not taken. Minutes have been subsequently transcribed.

Treasurer's Report: report emailed to the Board by Peter

- Motion by Mary Jane to accept the Treasurer's report, second by Chelsie, approved unanimously.
- 2021 budget discussed. Total income dropped because Peter put in what was actually received by the School District, and took out the LLSA, since we do not know what government funds we will be getting. Books and audio visuals was increased for 2021, since we have spent less in that category this year due to the pandemic. Payroll reduced by \$3000 to give a more accurate estimate. Utilities also reduced to be more accurate.
- Motion by Patricia to accept the budget, second by Mary Jane, accepted unanimously.

Old Business

- Jennifer spoke with Rich (highway supervisor), and he will have our fire extinguishers checked town fire extinguishers are checked.
- Sexual Harassment video was watched by some board members. A Zoom meeting will be set up to have the required question/answer interactive portion after others watch the video. Some board members have completed the training at work.
- We have not yet followed through with a plan for a memorial for Mary Gillis. One suggestion was dedicating a piece of outdoor furniture in memory of Mary to be used for the new library property. Maybe wait until spring when outdoor inventory is better. Jennifer will find out how much has been donated in memory of Mary.
- Chelsie and Patricia will help Jennifer work on the disaster plan.

New Business:

- Spring Newsletter not sent out because everyone was in quarantine. It is time for the Fall Newsletter, but there is nothing to announce since we are not having in-person programs. SALS has not provided funds for postage. It is suggested to use email and let people know about the Dungeons and Dragons program and give an update on how the Library is functioning and what is available at this time. That is what will be done.
- Written policies need to be reviewed every five years. All policies are on the Library website and available for review. Jennifer will tell us which ones we will be reviewing so that we can look at them ahead of the board meeting.

Motion by Peter to close the meeting and second by Chelsie, approved.