

Easton Library Board Meeting
December 14, 2020, 7:30 pm
Meeting by Zoom

In attendance: Aaron, Linda, Peter, Patricia, Chelsie, MaryJane and director Jennifer.

Approval of transcribed minutes of November 10, 2020. Motion by Chelsie, second by Peter to accept minutes as corrected.

Treasurer's Report: Motion to accept the Treasurer's report by Mary Jane, second by Patricia, approved.

- Tax Cap discussion: Last year we did not petition for any increase in funding through the Greenwich Central School budget. In compliance with the tax cap our increase for 2021 would be about \$1500. Our increase is based on the previous year request, so yearly increases are important to prevent a lagging budget. There are needs for the increase.

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President's Report

- NYS Education Dept. Special Legislative Project Grant final report revised and sent on 11/19/2020
- Operational Plan- Global Health Crisis Contingency is mandated by NYS. Linda is working on this.

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Director's Report:

- Disaster Plan Policy to be completed in January. Various supplies are needed. Probably best not to purchase a standby generator.
- The library does not have fire or carbon monoxide detectors. Jennifer will ask about building codes to be followed.
- Employee reviews were complete. They are doing well and were helpful with projects.
- If Saratoga is declared a red zone for COVID-19, then inter-library loan will be suspended. Our library will be impacted as many patrons borrow books from other libraries in the system.
- Jennifer will call John to see if he knows the plan for snow removal.
- A Board member is required to write the Stewart's Grant, which usually pays for one summer program. Deadline is the end of January. Chelsie will work on it.
- Some Board members still need to stop at the Library to sign some policies.

Old Business:

- Updating Internal Controls Financial Accountability Plan. Discussion on setting the amount of money the director can spend without board approval. Will continue discussion.

New Business:

- Motion to petition the voters for an increase in funding during the Greenwich Central School budget vote. The increase will be as the tax cap allows. We will not exceed the tax cap by Mary Jane, second by Chelsie, approved.
- Motion to adopt policy of LGS1 Retention and Disposition Schedule for NY Local Government Records, by Chelsie, second by Patricia, approved
- Motion to adopt policy of Open Meeting Law, by Mary Jane, second by Linda, approved.
- Motion to adopt policy of Confidentiality of Library Records, by Patricia, second by Chelsie, approved.

Executive Session to discuss employee salaries.

Meeting opened back up.

Motion to close the meeting by Peter, second by Mary Jane. Meeting adjourned.