

Easton Library Board Meeting
January 25, 2021, 7:30 pm

In attendance: Aaron (last half of meeting), Linda, Jennifer, Peter, Patricia, Mary Jane, John (arrived at end of Treasurer's report).

Minutes from previous meeting, correction, change Green to Greenwich. Motion by peter to accept, second by Patricia

Financial Report:

- Our expenses have been less than our expenses (\$25,000 this year). Should some funds be put into Capital expenses like was done last year? The long-range plan calls for an evaluation of the library and what might be needed. Capital improvements may fit into the 5-year plan. Motion by Patricia to transfer \$15,000 from savings to the Capital fund, second by Mary Jane, approved.
- Motion by Linda to approve the annual financial report, second by Mary Jane, approved.

President's Report:

- SALS and JA will not change fees for this year, due to the pandemic.
- SALS opened a website called [Fingerprints.sals.edu](https://fingerprints.sals.edu). A way to document how the pandemic has affected their lives.
- Telecommuting policy and Continuation of Operations Plan was completed by Linda and emailed to the Board.

Director's Report:

- Jennifer asked for board member volunteers to help choose and install smoke detectors, carbon monoxide detectors, and exit signs in the library. Jim Merriman visited the library and consulted me on what we needed to comply with safety standards. This was brought about by the creation of the Disaster Plan Policy. John O'Brien volunteered.
- After a long-term struggle with phone issues, we are switching telephone service to Spectrum from Verizon. Installation will take place January 27.
- Easton Library was selected for the *Hannaford Helps Reusable Bag Program* for the month of January 2021. For every bag sold EL will get \$1 of the profit from the local Greenwich Hannaford store.
- Library card applications (for adults and children) are now available on our website.
- Chelsie completed the Stewart's Match Grant for the summer reading program. The summer reading program will be virtual again. The title of the 3-part program is **The Songs Tell the Stories: Music from Guinea, West Africa with M'Bemba Bangoura**
- Annie Miller and I have coordinated the petition for the library tax proposition. It is at the circulation desk for signature collection.
- The Annual Report portal will be open soon. Peter and I are still waiting for news.
- Peter and I will attend the Annual Report Party on February 3 at 9 AM. It is virtual.

- The library received a letter from Wiley Brothers telling the community that they are partnering with Curtis Lumber.
- The library received a letter for NYLA. The Library Trustees Association is now a section of NYLA. Are we interested in joining? I will scan the letter and send it to the board members.

Old Business:

- Internal Control and Financial Accountability Plan, to be tabled.
- New Business:
- Vote on policy adoption Telecommuting Policy, motion by Patricia to approve, second by Mary Jane, approved.
- 2nd half
- Motion by Peter to approve the Continuation of Operations Plan, second by Patricia, approved.
- Motion by Mary Jane to Approve the Disaster Plan, second by Peter, approved.
- Annual Meeting discussion

New Business:

- Motion by Mary Jane to accept the Disaster Plan, second by Peter, approved.
- Annual Mtg discussion: will have to be by Zoom. Term for Aaron Gabriel will end. Will hold a meeting on March 22nd that will combine the Board mtg to approve the annual report and have the Annual mtg.

Adjourned at 8:43 pm. Motion by Peter and second by Patricia to adjourn.