**Town of Johnsburg Library**

DRAFT Board of Trustees Minutes

July 01, 2020

Submitted by Cheryl Gillespie/Secretary

Meeting called to order at 5:15 pm by President Linda Cobb.

**Attendance:** Present: Linda Cobb, Jean Donnelly, Cheryl Gillespie, Caroline Jackson, Donna Messerle, Susan Schmidt. Absent: Chris Flack, Steve Shaughnessy

**Acceptance of Minutes**: June 2020 Minutes were approved electronically.

**Review of Warrants**:

**Motion** to approved five (5)warrants *passed*. Expenditure totaled $2394.32 for books, DVD and book on CD, library processing supplies, April and May automation fees and Library Director reimbursement for Dental and Vision benefits.

*Moved*: Donna Messerle

*Seconded*: Jean Donnelly

**Library Director’s Report** (Susan Schmidt)

The Library is providing curbside delivery only at this time and the Library is closed to the public. The Director has been contacting frequent patrons of the Library to let them know of this service; it is also posted on the Website.

The Library is keeping the front door into the main library, back door, and Townhall access door locked.

**Programs and Grants**

No report at this meeting

**Reports of Standing Committees**

There were no committee reports at this meeting. The meeting focused on discussion of the Library’s re-opening action plan.

Finance (Caroline Jackson)

Buildings and Grounds (Steve Shaughnessy)

Personnel (Donna Messerle)

Planning and Policy:

Technology (Linda Cobb):

Corner Gallery (Jean Donnelly).

**Nominations and Elections: (2020)**

New members were appointed to the Standing Committees.

Finance Committee: Cheryl Gillespie and Jean Donnelly

Buildings and Grounds: none required at this time

Personnel: Caroline Jackson

Planning and Policy: Cheryl Gillespie

Corner Gallery: none required at this time

**Unfinished Business**

The Action plan for the phased re-opening of the Library was discussed. The Library Director and the new Planning and Policy committee member will continue to refine the plan. Once completed, it will be forwarded to the Board for an electronic vote for approval.

Once the Re-opening plan is finalized, signage will be developed apprising the public of the current guidelines.

**New Business**

The job descriptions for the Library staff need to be updated. The President will contact other libraries in the area for samples of descriptions.

**Motion** to adjourn the meeting at 6:00 pm passed.

*Moved*: Jean Donnelly

*Seconded*: Cheryl Gillespie