**Town of Johnsburg Library**

Board of Trustees Minutes

August 5, 2020

Submitted by Cheryl Gillespie/Secretary

Virtual Meeting called to order at 5:00 pm by President Linda Cobb.

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

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

**Review of Warrants**:

**Motion** to approved (4)warrants *passed*. Expenditure totaled $1776.47 for books and large type Books, PPE Masks (covered by a Grant), and June/July SALS automation fees. A fifth warrant, payment of the Puppeteers, is covered by the LARAC grant and was approved electronically after the meeting.

*Moved*: Cheryl Gillespie

*Seconded*: Caroline Jackson

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

Re-opening status: Library has been open at normal hours for two weeks with access only to the lobby and two computers at this time. Curbside service is still provided. As per SALS, books are quarantined for 96 hours (4 days) before being handled. Overdue fines are not being charged at this time.

Library traffic has been slow but this is also being reported by other libraries. A sandwich board stating Library open will be placed at the front of the building during open hours. Continuing calls are made to patrons reminding them of hours and new book arrivals.

Library Director reports that there is an educational line item for use by Board members if there is an interest in any learning tools.

**Programs and Grants**

Wizard of Oz themed Puppet Show will be sponsored by the Library, through a LARAC grant, at the Ski Bowl on Sat. Aug 22; registration is required with a maximum occupancy is 50 people.

Stewart’s Grant money for kids is still available for another Children’s outside event

**Reports of Standing Committees**

Finance (Caroline Jackson):

The finance committee has met twice this month, once with the Town Bookkeeper and once with the Library Director. The committee is working on a template for monthly and quarterly reporting to the Board.

An additional member to this committee will be needed January 2021 as one member’s term expires in December.

Buildings and Grounds (Steve Shaughnessy):

There is a report of a homeless person seemingly living in the Gazebo. This situation is discouraging use of the structure by the public. The Town has been made aware of the situation.

Personnel (Donna Messerle):

Steven Shaughnessy is joining this committee

A future task of this committee is the revision of the Library Director’s job description to update tasks being performed. The President has collected samples of Director job descriptions from four (4) other local small libraries.

Planning and Policy: (Cheryl Gillespie)

No activities at this time. The reopening plan has been implemented. This committee will also require another member when there is a work project.

Technology (Linda Cobb):

No activity at this time.

Corner Gallery (Jean Donnelly).

Chris Flack will be assuming the duties of this committee in January 2021.

**Nominations and Elections:**

The Board has a goal of increasing the number of Trustees to nine (9) members. There is currently seven (7) Board members, however the terms of two (2) Trustees will expire in December 2020. Board membership is defined for seven (7)- nine (9) members as per Bylaws.

The *Handbook for Library Trustees of NYS* will be electronically mailed to all Board members and a printed copy will be available at the Library.

New Board members will be given the Handbook, a copy of the Library Bylaws, Policies of the TOJ library and the Library Board Oath which must be filed at Town Hall.

Correspondence and Communication:

There have been a number of documents forwarded by SALS that the President has reviewed. Board members may request a copy of any of the documents if interested.

**New Business**

* The Library Board has been asked to explore a potential partnership for development of programming that supports local business training. Determining what programming and recruiting skilled speakers were defined as barriers to this project.
* Libraries have been asked by SALS to reach out to Senators and Congressman with letters requesting their support for Federal funding to libraries to assure NYS aid.
* The services of Ask the Lawyer, providing “timely answers to timely questions during the evolving COVID-19 pandemic” is an available website resource for Libraries This site also keeps track of pending aid packages for small businesses and not-for-profits.
* Several Board members attended the *Legal Issues & Reopening* webinar presented by attorney Cole Adams.

**Motion** to adjourn the meeting at 5:40 pm passed.

*Moved*: Steve Shaughnessy

*Seconded*: Chris Flack