**Town of Johnsburg Library**

Board of Trustees Minutes

September 2, 2020

Submitted by Cheryl Gillespie/Secretary

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

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

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

**Review of Warrants**:

**Motion** to approved four (4 )warrants *passed*. Expenditure totaled 1117.80 for books, large print books, SALS’ August automation fee and postage stamps.

*Moved*: Steve Shaughnessy

*Seconded*: Jean Donnelly

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

Partial Opening of Library:

* The curbside sign has been helpful making people aware of the Library being open.
* The Board endorsed maintaining the present restricted usage of the Library which is access to the front lobby and computers. The expansion of services will be reviewed again at the next Board meeting.
* People are coming into the Library to view the current photo exhibit by Sarah Haggerty. This exhibit will run until November.
* There was discussion on usage of restrooms in Town Hall by the public, especially on days when Town Hall is closed. The recommendation was to place a sign at the front desk stating that restrooms are available for Patron usage only.
* Library visitors will now be asked to sign-in when visiting the Library to support contact tracing.

Puppeteer Show: There was an audience of twenty-one people (8 adults) in attendance. Some children came in costumes and everyone left with a prize.

**Programs and Grants**

Stuart’s Children’s Grant: There was discussion of potential collaboration with TPC for a children’s arts and craft program on the corner of Tannery Pond Community Center. Details to be discussed and the possibility of using this Grant towards the event.

**Reports of Standing Committees**

Finance (Caroline Jackson, Cheryl Gillespie, Jean Donnelly): The finance committee would like the Board to consider the usage of the Town’s monthly Library report as the finance report to the Board. It is very comprehensive and provides the data necessary for Library Board decisions. Discussion and a decision is postponed until the next meeting to give the Board members an opportunity to review a report and ask questions.

Buildings and Grounds (Steve Shaughnessy): The use of the gazebo as a primary residence by a visitor has been resolved by the Town and the comfort of public use is once again assured.

Personnel (Stephen Shaugnessy , Donna Messerle, Caroline Jackson):

* Committee to meet and develop an updated Library Director job description from the reference materials gathered.
* The committee will also work on the development of a notice for a Library Director. This notice will also be forwarded to SALS for distribution to the Library system.

Planning and Policy: (Cheryl Gillespie)

Trustee Handbook, published by SALS, now on file at the Library. A committee is not necessary at this time but will be convened if needed for future plans.

Corner Gallery (Jean Donnelly, Chris Flack).

Exhibits are scheduled through February. A list of contacts is available to begin planning of the 2021 season.

**Nominations and Elections:**

Recommendation for posting of Library board openings on Facebook, the Website and possibly the newspaper.

Correspondence and Communication:

The Town Zoom account will continue to be utilized for meetings.

Unfinished Business

* There was a discussion on the request for the Library to support small businesses. It is not clear what type of support is being requested. The President will seek clarification and report back to the Board at the next meeting.
* Board members are encouraged to contact NYS legislators in support of NYS aide to libraries. It was suggested to contact SALS for sample letters to submit.

**Motion** to adjourn the meeting at 5:55 pm passed.

*Moved*: Steve Shaughnessy

*Seconded*: Chris Flack