**Town of Johnsburg Library**

Board of Trustees Minutes

October 7, 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 (meeting recording), Andrea Hogan Caroline Jackson, Donna Messerle, Susan Schmidt, Steve Shaughnessy. Absent:

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

**Review of Warrants**:

**Motion** to approved (5 )warrants *passed*. Expenditure totaled $5324.16 for SALS automation fees, staff laptop, software updates, office supplies, pumpkins for Kid’s Art event, large type books and regular books.

*Moved*: Jean Donnelly

*Seconded*: Chris Flack

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

Discussion on whether to expand Library building access to stacks with a decision to maintain current status of lobby access only given reported increases in virus rates. Library patrons have been understanding of restrictions.

**Programs and Grants**

TOJ has partnered with TPC in presenting a kids art day on October 31. The Library is purchasing pumpkins for the event with monies from the Stewart’s grant.

**Reports of Standing Committees**

Finance (Caroline Jackson): Discussion of using the Town’s monthly report on the Library as the Board’s monthly finance report. The Finance committee will work with the Town’s bookkeeper to simplify that report for the Board.

Town Supervisor Andrea Hogan provided a report on the 2021 Library budget changes. There is the expectation of significant Library loss of revenue in 2021 especially from gifts and donations. The Town is compensating for that short fall with increased revenue from real property taxes to hold the Library budget steady. The County budget director announced that the County will be holding library contributions at the same level for 2021 but there is report of an expected decrease from SALS support. The Town has increased the Library’s personnel line by 7.5% to accommodate the hiring of a new library director and to compensate for the extra hours that may be required to assume the position. An equipment line of $500 has also been added to the budget. The Town’s budget message regarding the Library was read and agreed upon by the Board. The Town budget has been moved from tentative to preliminary.

Buildings and Grounds (Steve Shaughnessy): No activity at this time.

Personnel (Caroline Jackson, Donna Messerle, Stephen Shaughnessy ): There are currently seven (7 )applications for the Director’s position. The application deadline is October 16 and the committee will be meeting to review the applications and set up interviews through Zoom. The current Director’s last day is November 4.

Planning and Policy: No activity at this time.

Technology (Linda Cobb): No activity at this time.

Corner Gallery (Jean Donnelly). Seeking names to fill several open months for 2021. Suggestions made to solicit interest on social media and with flyers.

**Nominations and Elections:** Library board will be losing two members in December. The President stressed the importance of recruitment to the Board to fill these openings.

**Correspondence and Communication**: No activity at this time.

**Unfinished Business:** None discussed at this time.

**New Business:** None discussed at this time.

**Motion** to adjourn the meeting at 5:30 pm passed.

*Moved*: Steve Shaughnessy

*Seconded*: Chris Flack