**Town of Johnsburg Library**

Board of Trustees Minutes

November 4, 2020

Submitted by Cheryl Gillespie/Secretary

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

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

Guests: Anita Abrams, Andrea Hogan, Judy Stafford.

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

**Review of Warrants**:

**Motion** to approve (4) warrants *passed*. Expenditure totaled 963.87 for a DVD, 27 books, 2 large type books and SALS October automation fee.

*Moved*: Cheryl Gillespie

*Seconded*: Steve Shaughnessy

**Library Director’s Report:** No report at this time.

**Programs and Grants**

The Library collaborated with Tannery Pond Center on a Kids Art event October 31st.  The event was very successful with attendance by 19 children and 29 adults. This event was funded by the Stewart’s Holiday Match grant.

**Reports of Standing Committees**

Finance (Caroline Jackson): The committee has worked with the Town bookkeeper to develop a simplified monthly report for the Library Board. This report was distributed to the Board for questions and comments for which there were none. The committee will schedule another meeting with the new Library director and bookkeeper to set up a procedure for reporting.

Buildings and Grounds (Steve Shaughnessy): No activity at this time but will discuss with new library director any recommendations she may have.

Personnel (Caroline Jackson, Donna Messerle, Steve Shaughnessy): The committee received 12 applications and interviewed six candidates. The interviews were conducted through Zoom. Three candidates were selected to present to the Board however two candidates withdrew after the interview process.

**Motion** to accept Kate Erwin as the new Town of Johnsburg library director. Kate has a Masters in Information Science and English. She is a certified Librarian and has had extensive library experience in both academic and community settings. *Motion passed unanimously.*

*Moved*: Cheryl Gillespie

*Seconded*: Steve Shaughnessy

The Board’s recommendation and candidate’s resume will be forwarded to the Town Supervisor and voted upon at the next Town Board meeting on November 5, 2020.

Planning and Policy (Cheryl Gillespie): No activity at this time

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

Corner Gallery (Jean Donnelly). Chris Flack will be taking over this responsibility in January.

**Nominations and Elections:** No activity at this time.

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

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

**New Business:** Three reports have been submitted to SALS by the Board President.

Board members have been asked to review and comment on three documents (Long Range Plan, Library Policies, and Bylaws) by the next Board meeting. These documents are required to be reviewed every five (5) years.

**Motion** to adjourn the meeting at 5:37 pm passed.

*Moved*: Steve Shaughnessy

*Seconded*: Donna Messerle