

**Town of Johnsbury Library**  
Board of Trustees Minutes  
February 3, 2021  
Submitted by Cheryl Gillespie/Secretary

Meeting called to order at 5:00 pm by President Robert Eberhard.

**Attendance:** Present: Anita Abrams, Robert Eberhard, Kate Erwin, Chris Flack, Cheryl Gillespie, Caroline Jackson, Donna Messerle. Absent: Steve Shaughnessy

**Acceptance of Minutes:** January 2021 Minutes approved.

*Moved:* Chris Flack

*Seconded:* Anita Abrams

**Review of Warrants:**

**Motion** to approved the (6 ) warrants *passed*. Expenditure totaled 855.55 for SALS January Automation fee, SALS Bulk NYLA 2020 Organizational Membership, prizes for Winter Reading Program (Grant), 33 books, 6 large type books, and 4 DVDs.

*Moved:* Cheryl Gillespie

*Seconded:* Donna Messerle

**Library Director's Report** (Kate Erwin).

- Return to Curbside on 01/02/2021 going smoothly. 85.26 % of slots taken in month of January and Week 4 has highest usage.
- Applied for \$750.00 2021 Stewart's Holiday Match grant for children's summer programs.
- Programs: launched 2 virtual reading programs (Youth and Adult) on library website using READsquared platform.
- Marketing: promotion of reading programs upcoming. Continuing to add and update web pages and post on Facebook.
- Policy review: updating Borrowing and Lending policies; drafting conflict of interest policy and developing notary policy.

*Detailed report is on file at Library.*

**Library Foundation** (Guest Speaker Sue Therio)

Sue Therio from the Library Foundation Board gave an overview to the Library Board on the library endowment funds. The Library Foundation Board oversees the Library's endowment fund which is managed by the Adirondack Foundation. There are two endowment funds: The Gene Pearsall Memorial Book Fund and the General Endowment fund. Donation checks to either of these funds is tax-deductible. A pre-determined percentage of the entire endowment fund can be withdrawn annually in January. The Library Foundation board will be making a donation to the library of \$1400 from the book fund and \$5400 from the general fund.

**Reports of Standing Committees**

Finance (Caroline Jackson, Cheryl Gillespie): Emily Sargent is the new Town bookkeeper. The Board discussed mechanisms of developing a monthly financial report. The committee is going to review the financial template in the required State annual library report and determine next actions.

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

Personnel (Donna Messerle, Caroline Jackson, Steve Shaughnessy): No activity at this time.

Planning and Policy (Cheryl Gillespie):

Board will discuss potential revisions to the Bylaws at the March meeting.

Kate Erwin is currently developing a *Conflict of Interest* policy. All trustees must sign this document annually. She is also updating the *Borrowing and Lending* public policies on the website and will be creating a policy regarding the notary public service that the Library will soon be offering. All policies will be forwarded for Board approval.

Corner Gallery (Chris Flack). Chris will be contacting the March artist in anticipation of the library opening again.

**Correspondence and Communication:** A procedure was discussed for sending donation thank you notes. Chris Flack will be doing the personalized notes on the typed letters.

**Unfinished Business:** None this month.

**New Business:** None this month.

**Motion** to adjourn the meeting at 5:50 pm *passed*.

*Moved:* Chris Flack

*Seconded:* Anita Abrams