

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

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

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

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

*Moved:* Chris Flack

*Seconded:* Bob Eberhard

**Review of Warrants:**

**Motion** to approved (4 )warrants *approved*. Expenditure totaled 610.62 for February SALS automation fees, 2 books, 1 large type book and dry erase sign .

*Moved:* Caroline Jackson

*Seconded:* Chris Flack

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

News & Updates

- New York State Annual Report for Public and Association Libraries 2020 is in progress. The report and narrative summary will be presented to the Board at the April meeting.
- Phase 2(b) draft of re-opening plan distributed to Board for input. This hybrid reopening plan will combine aspects of Phase 2 and Phase 3 from the existing plan.
- Curbside service for February 2021 went smoothly. Date for limited use access to the library has not yet been determined but attempts will be made to coordinate with Town Hall opening.
  - Stats: 80% of slots taken in month of February.
- SALS has reduced quarantine of books from 96 to 48 hours.

Circulation Statistics

- Items circulated January 2021
  - Check Outs: 851
  - Holds placed: 307
- Items circulated last year: January 2020
  - Check Outs: 1,792
  - Holds placed: 313

Program Statistics

- Virtual programs need marketing to enhance participation.
- Beginning Summer Youth Reading Program Planning.

Outreach

- Attended North Creek Rotary Club Meeting

## Financials

- Progress reports on active grants: applied for reallocation of remainder of Community Fund for the Gore Mtn. Region 2020 Grant.

## Meetings & Professional Development

- SALS Finance; SALS Annual Report Launch Mtg; SALS Director Council; SALS Polaris; SALS Marketing.

## **Reports of Standing Committees**

### Finance (Caroline Jackson):

- Conversations are ongoing with the Town to receive timely monthly reports in a format that meets the Board's needs; a letter will be drafted and the Chair will reach out to the Town Supervisor to facilitate the process
- Awaiting receipt of the Town's 2020 library annual report before the committee meets to work on the 2021 Library budget.
- As the Board continues recruitment efforts, candidates with financial expertise need to be sought out.

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) See Bylaw revision discussion under new business.

Corner Gallery (Chris Flack). No displays have been scheduled given library closure. An exhibitor is tentatively scheduled for June.

**Correspondence and Communication:** Chris Flack is writing thank you notes to donors.

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

## **New Business**

1. Sue Therio requires approval from the Board to assist the Library Director in preparing the annual 2020 library report.

**Motion:** Susan Therio has permission to review the Town reporting from Fiscal 2020, and to categorize the income and expenditures for the annual report. It is to be understood that not every item may be categorized correctly, but all monies will be accounted for. Any mis-categorizations can be rectified in the 2021 financials. Any Town errors will be reported to the Library Board for clarification with the Town bookkeeper by the Library Board Treasurer. *Approved.*

*Moved:* Cheryl Gillespie

*Seconded:* Donna Messerle

2. **Motion** to pass the draft Conflict of Interest Statement

*Moved:* Steve Shaughnessy

*Seconded:* Caroline Jackson

Library Board members will make an appointment with Library Director to come in and sign.

3. Bylaws revision: Discussion postponed until April meeting

**Motion** to adjourn the meeting at 5:04 pm passed.

*Moved:* Steve Shaughnessy

*Seconded:* Chris Flack

Next Library Board meeting will be April 7, 2021