

Town of Johnsburg Library
Board of Trustees Minutes
April 7, 2021
Submitted by Cheryl Gillespie/Secretary

Meeting called to order at 5:10 pm by President Robert Eberhard.

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

Approval of Minutes: March 2021

Motion to approve minutes carried.

Moved: Anita Abrams

Seconded: Caroline Jackson

Approval of Warrants:

Motion to approved (7)warrants carried. Expenditure totaled \$1642.92 for SALS Automation fee, 2021 Overdrive contribution, member library material purchase books, large type books, DVDs, office supplies, and book processing supplies..

Moved: Steve Shaughnessy

Seconded: Cheryl Gillespie

Library Director's Report (Kate Erwin)

News & Updates

- Library reopened lobby on March 31. Curbside pick-up is still available.
Motion: Approval for Kate to determine the phased re-opening timeline for access to the stacks as she deems appropriate carried.
Moved: Steve Shaughnessy
Seconded: Bob Eberhard
- Curbside Stats for March 2021: 83% of slots taken.
- **Motion** to approve the 2021 Annual Report carried.
Moved: Cheryl Gillespie
Seconded: Steve Shaughnessy
- 25th Library anniversary is this summer

Circulation Statistics

- Items circulated **February 2021**
 - **Check Outs:** 709
 - **Holds placed:** 335
- Items circulated last year: **February 2020**
 - Check Outs: 1,527

- Holds placed: 342
- Overdrive checkouts: Mar-124; Feb-150

Program Statistics

- Only a few children participated in the Children's Winter Reading Program;
- Summer Reading Program in planning stage.

Outreach

- Developing the Summer Youth Program; Spoke with JCS librarian and will schedule visit to K-6th grade classrooms
- Story walk; Place a book along a trail broken into its pages; may be able to apply for Grant for this activity.

Financials

- Received \$700.00 Stewart's Holiday Match Grant 2021; monies will be applied towards the summer program.

Technology

- WiFi usage- February 2021: Total clients-84; average # of clients per day-5; average usage per client-79.7 mb
- Restarting public ccess to computers

Marketing

- Social media report: Facebook 1 – 2 posts/week; e.g. response to a post featuring new books, patron requested a book.
- Website-adding to carousels on homepage regularly; blog book reviews.

Policy Review

- **Motion** to approve new Notary policy carried.
Moved: Cheryl Gillespie
Seconded: Bob Eberhard

Treasurer's Report (Caroline Jackson)

President will schedule a meeting to discuss financial reporting: Town Supervisor, Bookkeeper, Finance Committee.

Reports of Standing Committees

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)

Bylaws revision committee formed consisting of the President and chair of this committee.

Corner Gallery (Chris Flack). No report

Correspondence and Communication: No activity at this time.

Old Business: None

New Business

Motion to approve the Mohawk Valley/Southern Adirondack Library System Agreement carried.

Moved: Steve Shaughnessy

Seconded: Caroline Jackson

Motion to adjourn the meeting at 5:45 pm carried.

Moved: Steve Shaughnessy

Seconded: Anita Abrams

Next Meeting May 5, 2021 5:00 PM

Style and Place to be Announced