

**Town of Johnsbury Library**  
Board of Trustees Minutes  
June 2, 2021  
Submitted by Cheryl Gillespie/Secretary

Meeting called to order at 5:06 pm by President Robert Eberhard.

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

**Approval of Minutes:** May 2021 Minutes approved.

*Moved:* Steve Shaughnessy

*Seconded:* Caroline Jackson

**Approval of Warrants:**

**Motion** to approved (5 )warrants *passed*. Expenditure totaled \$1080.92 for SALS Automation fee, toner cartridges, books and (1) DVD.

*Moved:* Steve Shaughnessy

*Seconded:* Anita Abrams

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

**1. News & Updates**

- 25<sup>th</sup> Anniversary of Library is June. There will be social media announcements and other events will be planned throughout the year.

**Motion:** Purchase a 25<sup>th</sup> Anniversary banner for public awareness. *Passed*.

*Moved:* Bob Eberhard

*Seconded:* Steve Shaughnessy

- Notary Public service at the library is being utilized
- The Library website's service tab has been enhanced with several "how to" documents.

**2. Programming**

- Story Walk: Submitted grant application for \$1000 to CFGMR to cover costs of this program. Partial return of the unused 2020 Grant funds which could not be reallocated.
- Youth Summer Reading Program: The theme is "Tails and Tales". Library Director will be meeting with students at JCS to explain the program which will include a bingo sheet hand-out. There will be prizes depending on the number of activities completed.
- Container garden: The library will distribute "Kits for Kids" with materials to grow herbs/vegetables and this will be paired with weekly gardening activities. Working with Cornell Cooperative Extension group for gardening kits.
- Adult programming: Currently working on ideas.

### **3. Staff & Volunteers**

- Volunteer returned to help with new book processing. A volunteer will be utilized when Monday hours begin in July.

### **4. Policy Review**

- Fine policy: The Library has had a Fine-less policy since the beginning of COVID and there was discussion on whether to continue this policy.  
**Motion**: Leave fine-less policy in place until September.  
*Moved*: Steve Shaughnessy  
*Seconded*: Bob Eberhard
- Re-opening Plan: The COVID Re-Opening Plan will be updated to include outdoor program guidelines. The Library Director will distribute to the Board when completed.
- Mask Policy: Current policy requiring masks in the Library during public hours will continue.
- Summer Monday Hours: Monday hours will be instituted for July and August from 9:00-noon.

### **Treasurer's Report** (Caroline Jackson)

A monthly P&L Report was distributed. There were some questions on absence of information regarding Income line items. The treasurer will reconcile with the Town bookkeeper.

### **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): Worked with President to revise Bylaws. The revisions were distributed to Board members by email.

Corner Gallery (Chris Flack). The Joanne Quinlivan will be displaying for July and August.

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

### **Old Business**

The revised Bylaws changes were discussed. They will be voted upon in July by email.

### **New Business**

There will be no July and August meetings. The Board will conduct business as necessary by email.

### **Adjournment**

**Motion** to adjourn the meeting at 6:20 pm *passed*.

*Moved*: Steve Shaughnessy

*Seconded*: Bob Eberhard.

**Next Meeting will be on September 1, 2021 at 5:00 PM**

