Town of Johnsburg Library

Board of Trustee Minutes

November 3, 2021

Submitted by Anita Abrams

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

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

Approval of Minutes: Motion to approve October 2021 Minutes passed.

Moved: Steve Shaughnessy

Seconded: Caroline Jackson

Approval of Warrants: Motion to approve Library Warrant #11 with total expenditures of $1238.23 was passed.

Moved: Steve Shaughnessy

Seconded: Caroline Jackson

# Library Director’s Report (Kate Erwin)

* Library Sign: The sign was ordered and is due to be delivered soon. It has removable letters and can be used to promote programming.
* Programming:
  + Bake for Good/King Arthur – This program for middle graders had interest but no sign-ups
  + StoryWalk 1: 129 participants counted o StoryWalk 2: 12 participants wh signed in as of 10/30 o Adult Grab ‘n Go: Coloring Book – 10 participants o Kid Grab ‘n Go: Halloween: 3 participants
* Library Policies: Draft changes were reviewed and approved. Kate will post the new copy.

Moved: Anita Abrams

Approved: Steve Shaughnessy

# Treasurer’s Report (Caroline Jackson)

* Without a town bookkeeper, information from that source is not available at this time.
* Cheryl Gillespie, Caroline Jackson and Kate Erwin met regarding the Library budget which must now be posted on the website annually. A preliminary budget will be posted for this year and one will be developed for next year

# Reports of Standing Committees Personnel Committee

* Requirements for filling the Librarian position were discussed. Some requirements are population dependent. With our population, some educational requirements can be waived.
* The employment ad as recommended by Andrea Hogan was reviewed and discussed.
* It was suggested that the employment ad be posted through SALS in addition to the Post Star, and the Library website and Facebook page.
* It was recommended that resumes be submitted to the Town Clerk no later than November 22, 2021.
* The Personnel Committee (Steve Shaughnessy, Caroline Jackson and Donna Messerle) will collect and review them.

o There was a brief discussion regarding a resume that may not have been reviewed during our last hiring session. Steve Shaughnessy noted that the committee had done its due diligence during that process and reviewed the process.

* Since Kate Erwin will be gone before a new Librarian is selected, the Interim Plan is to call in substitutes.

Gallery Committee

* Chris Flack reported that she set up November and December with Sylvia Nidall from Indian Lake for the gallery display.

Old Business: None

New Business: None

# Adjournment

Motion to adjourn the meeting at 6:00PM was passed.

Moved: Steve Shaughnessy

Seconded: Bob Eberhard

# Next Meeting – December 1, 2021 at the Library 5:00PM