**Town of Johnsburg Library**

Board of Trustees Minutes

October 6, 2021

Submitted by Cheryl Gillespie/Secretary

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

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

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

 *Moved*: Steve Shaughnessy

 *Seconded*: Caroline Jackson

**Approval of Warrants**:

**Motion** to approved (8) warrants *passed*. Expenditure totaled $1174.87 for SALS September Automation fee, books, large type books, DVDs, audiobooks, lock, items for Summer Reading program and postage.

*Moved*: Cheryl Gillespie

*Seconded*: Steve Shaughnessy

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

* Fall Programs:
	+ November 2: King Arthur Baking Company presents Kids Bake for Good.
	+ October 30: Partnering with TPC for Kids Art and will include a Halloween Story Walk. (The current Story Walk has attracted approximately 85 participants.)
	+ Gingerbread house event is being planned for this year.
	+ An Adult Baking program is being investigated.
	+ Adult and Teens GRAB and GO kits for adults and teens are in the works. Further details to be provided next meeting.
* Library Sign: The Library is investigating an outside Marquee to be placed on the side of the Town Hall building next to the Library entrance- dimensions 42x48x6. The Library has received a $500 grant for the project. Sarah Dallas also recommended looking into the SALS Construction Grant which awards up to $5000.
* Library Policies continue to be reviewed. A Draft *Fine and Fee Policy* has been submitted to the Board for approval The *Temporary Card Policy* is under review and will be presented to the Board at the next meeting.

**Treasurer’s Report** (Caroline Jackson)

* Revised August financial report distributed to Board with the corrected “Other Staff” expenditure line item.
* The Town is again seeking a new Bookkeeper and the finance committee will meet with that person once in place to assure the continuation of consistent monthly Library finance reports.
* The Town’s Preliminary 2022 Budget is posted. Kate will review the Library section and meet with the Finance committee if any changes are required.

**Reports of Standing Committees**

Planning and Policy Committee:

**Motion** to approve the *Fine and Fee Policy* effective November 1, 2021. **Passed**

*Moved*: Steve Shaughnessy

*Seconded*: Cheryl Gillespie

There was discussion on how to promote the policy.

**Sarah Dallas:** (Director of SALS)

Sarah gave an overview of the services provided by the Joint Automation Staff. These services are covered by monthly Automation fees paid by the Library. She also discussed some grant options and the upcoming law which will require Library Board Trustees to take continuing education.

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

**Old Business:** None

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

**Adjournment**

**Motion** to adjourn the meeting at 5:56 pm passed

*Moved*: Steve Shaughnessy

*Seconded*: Caroline Jackson

                                             **Next Meeting - November 3, 2021 at the Library**

**5:00 PM**