Chesley Memorial Library Trustee Meeting

FINAL Minutes 11/30/2020

Present: Gale Tobbe (GT), Betty Smith (BAS), Irene Kreider (IK), Donna Bunker (DB), Margaret Walker (MW), and Pat Vaillancourt (PV)

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| Topic | Discussion | Action |
| Meeting called to order at 9:00 AM |  |  |
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| Minutes |  | Regarding Project Status item, it was either Shane Wells or Glen Drolet who suggested the fire doors to improve safety.  Motion to accept as amended BAS/GT. Motion carried 3-0. |
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| Treasurer’s Report |  | Since we were meeting virtually, BAS had no paper copy to distribute. The report was discussed. |
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| Director’s Report |  | Reviewed and discussed. |
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| Expenditure Report |  | DB is concerned about the Building Maintenance line. The cost for the Allied Well tank does not show as encumbered. DB will email Glen, Walter, and John to follow up.  GT recommends we keep a similar accounting for the Grano Trust Fund. DB has a process she uses. DB will keep the Grano tally going forward. |
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| Requisitions |  | DB has many to be signed. |
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| Old Business |  |  |
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| Budget |  | First budget hearing is Saturday 12/05/2020. BAS will talk to Ginger Dole to question where the group will meet—on line or in person.  Also on this topic—should we stand firm on the increased salaries for Library staff as we researched and recommended last year, which were not put into the budget and never implemented? Motion made GT/BAS to present the salary documents again and let the Budget Committee know there is no room for discussion, these are what our salary increases will be. Motion carried 3-0. |
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| Front Door |  | Almost done. The contractor was supposed to call GT so she could approve and certify that the work was complete, but he did not do so. We have not received a detailed invoice from the contractor. Some pilaster work will carry over into January and in the spring, the Lords will remove the door to work on it. |
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| Moose Plate Grant Press Release |  | GT will draft this and send to us for review. |
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| Phased reopening |  | We were operating under the Phase 5 guidelines, but we have rolled back to Phase 4, which allows for curbside delivery, but the CML building is closed to the public. Motion made to go back to Phase 4 BAS/GT. Motion carried 3-0. |
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| Project Status Update  Furnace, Fire doors, painting |  | Furnace – new furnace is installed but still not working properly. When it is warm downstairs, it is too hot upstairs. DB is waiting on an estimate to fix.  Fire Doors – GT feels these will not happen, even though we put them in our budget according to a recommendation from Glen and Shane. We should consider budgeting these for 2022.  Painting – Colder weather does not allow this to happen now. |
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| Tent/Cart/Birchwoods Books (Book Sale) |  | The group discussed other options for a book sale. The Friends did a wonderful job on the book sale this fall, but it was noted that it took a lot of work. DB will ask if the Friends are interested in doing it differently. |
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| Trust Fund Questions |  | Interest was misreported, which is why the numbers did not appear correct when we reviewed them. The numbers reported included some Capital Gain income in error. |
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| New Business |  |  |
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| Amazon Wish List |  | DB will have her folks create a wish list for library supplies on Amazon since we cannot have a real tree in the library as we have had in the past. |
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| Ancestry Library/Heritage Quest |  | Friends have stated they will not fund this another year. |
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| Background Checks |  | We will not do these on staff annually as was suggested. |
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| Book Cart/Trust Funds/Friends |  | Already discussed |
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| Christmas Decorations |  | Will Friends decorate outside? DB will email them to ask. |
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| Engagedpatrons.org |  | This is an outside web site and we have no influence over it. |
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| Health Screening |  | We will change our policy regarding these screenings. DB will no longer do them at the door. Staff will Self report. |
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| Holidays |  | Some staff is traveling which means they will need to quarantine when they return. This is another reason to stay at Phase 4. |
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| Job Descriptions |  | We have corrected and updated our job descriptions and they are in all the proper places. No discussion needed. |
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| Library Services Press Release |  | It is too late for a press release on how we have adapted to life during a pandemic. |
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| StoryWalk |  | This went very well. 17 children and 14 adults participated. We should repeat this. |
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| Other Business |  | One employee is leaving but she has said she is available to continue part time, on a limited basis. Trustees felt it is up to DB to determine how this would work. |
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| Meeting adjourned 10:55. |  |  |
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| Next Regular Meeting |  |  |
| 12/11/2020 at 9:00 |  |  |
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| Budget Committee Work Session |  |  |
| 12/12//2020 at 9:00 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. Vaillancourt  Recording Secretary |  |  |