Chesley Memorial Library Trustee Meeting Minutes

FINAL

12/11/2020 9:00 am

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

|  |  |  |
| --- | --- | --- |
| Topic | Discussion | Action |
| Meeting called to order at 9:00 AM |  |  |
|  |  |  |
| Minutes  |  | Motion made and seconded BAS/GT. Motion carried 3-0 |
|  |  |  |
| Treasurer’s Report |  | DB sent this today via email. We reviewed and discussed |
|  |  |  |
| Director’s Report |  | DB sent this to us by email today |
|  |  |  |
| Expenditure Report |  | Reviewed and discussed |
|  |  |  |
| Requisitions |  | Many to sign |
|  |  |  |
| Old Business |  |  |
|  |  |  |
| Amazon wish list |  | Patrons are purchasing gifts for the library from the Wish List |
|  |  |  |
| Book Carts |  | Kit Lord is scheduled to deliver 4 more carts today. DB will let the staff come up with a plan to fill them up |
|  |  |  |
| Front Door |  | DB has not received an invoice from Elfs. GT has also followed up and not gotten a response. There was some dampness during the heavy rainstorms. Pillaster still need to be replaced so the project is almost complete.  |
|  |  |  |
| Holidays |  | Some staff was planning to travel during the holidays, but those plans have been cancelled. This means no need for quarantines when the staff returns.  |
|  |  |   |
| Phased reopening |  | After discussion, decided that we will stay in Phase 4 of reopening plan.  |
|  |  |  |
| Project Status Update (furnace) |  | DB has a 2-part estimate for furnace repair: $521 for a zone damper, needed to make the air flow work properly. $379 for a Honeywell troll-a temp board to replace the old one. This board ($379) is not as critical to replace as the zone damper ($521). Where will this money come from? Motion made BAS/GT that we should use our building maintenance fund money and purchase both the damper and the temp board for $900 total. Motion carried 3-0. |
|  |  |  |
| New Business |  |  |
|  |  |  |
| Annual Report |  | Our report is due to Linda Smith by January 4. DB will include a graph that the number of our patrons increased despite everything! |
|  |  |  |
| BOS Weekly Updates |  | Walter Johnson (Town Admin TA) asked department heads to give him their dept updates and he will give them to the BOS. DB will copy the Library Trustees on what she submits. |
|  |  |  |
| Budget Work Session Review |  | Zoom did not work. Error message was “Unstable internet connection”. DB will work with Walter (TA) to get this fixed.  |
|  |  |  |
| Grano Children’s Initiative Review |  | Story Walk was a big hit. DB reported $514 in expenses which came out of $1000 in the fund. DB will update Mr. Grano. We should consider purchasing a wide screen TV after Jan 2021. This would be a good use of technology to use next year.  |
|  |  |  |
| Local Author Requests |  | A local author has asked us for help in publicizing his new book on our library sign. We can put a quick blurb on our FB or website. The policy for the sign specifies the sign is for library business only.  |
|  |  |  |
| Windows |  | GT has purchased battery operated candles to put in the library windows at night. Thank you, Gale, |
|  |  |  |
| Other Business |  | A local author has recently died, and his daughter has asked us to recognize his passing on our sign. There is a CML policy that only library-related business can be put on the sign. Doing as requested would be contrary to our policy.  |
|  |  |  |
| Meet again January 8AT 9:00Plan to call in from your remote location.Meeting adjourned 10:45.Respectfully submitted,Patricia R. VaillancourtRecording Secretary |  | Future Meeting Dates for 2021Jan 8Feb 12March 12April 9May 7June 11July 9August 13Sept10Oct 8Nov 12Dec 10 |
|  |  | **2021 LIBRARY HOLIDAYS**Friday, January 1 – New Year’s DayMonday, January 18 – Martin Luther King Jr./Civil Rights DayMonday, February 15 – Presidents’ DaySaturday, May 29 (not a paid holiday)Monday, May 31 – Memorial DayMonday, July 5 – Independence DaySaturday, September 4 (not a paid holiday)Monday, September 6 – Labor DayMonday, October 11 – Columbus DayThursday, November 11 – Veterans DayWednesday, November 24 (close at 4:00 pm, not a paid holiday)Thursday, November 25 – Thanksgiving DayFriday, November 26– Day after ThanksgivingFriday, December 24 – Christmas Eve DaySaturday, December 25 – ChristmasAdopted  |