Chesley Memorial Library Trustee Meeting

FINAL Minutes 01/08/2021

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 9:09 AM |  |  |
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| Minutes  |  | Add IK to those present at the 12/11/2020 meeting. Motion made to accept the revised Minutes 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 reviewed and discussed. |
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| Director’s Report |  | Reviewed and discussed. It was suggested that the library do a program on Race. Netflix has a series on this. Could we play the series in the library? (when we open again). Could we partner with the Congregational Church? Hold for future discussion. |
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| Expenditure Report |  | DB reported we spent all but 13% of our budget as of yearend. Thank you to DB and her staff for being flexible. We recognize that staffing has been stretched in many different directions. Discussion of volunteers---Yes Trustees can volunteer, would need training. GT, BAS, and PV all said they would be willing to volunteer. |
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| Requisitions and Purchase Orders |  | DB has many to be signed. |
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| Old Business |  |  |
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| Annual Report |  | This is complete and has been submitted to Linda Smith. PV needs to sign the hard copy original. DB will call her to schedule this. |
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| Book Carts |  | Kim and Mark have delivered 2 more book carts. We would like to have these completed and the room rearranged when we open for business. What shall we do with the old furniture? Give to Town Hall? Give to the Masons? Offer to other libraries? This needs more discussion. |
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| Front Door  |  | The Moose Plate Grant money will be used for this project. GT gave DB the invoice. Next step—carpenter will call GT when ready to start on the pilaster.  |
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| Phased reopening |  | Still operating on Phase 4. Motion made to continue Phase 4 BAS/PV. Motion carried 3-0. |
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| Project Status Update Furnace |  | The furnace company required a 50% deposit before they would start work. They have it now and we need to agree on a date to install it. This is not the entire furnace—this is a part added on to the furnace to make it work better upstairs and downstairs. |
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| New Business |  |  |
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| Book Trust Funds  |  | Discussed how to use the Trust Fund money to order books and the process to use. Suggested that we order the books and pay for them from our budget. We would then send an invoice to the Trustees of the Trust funds to reimburse us. Needs more discussion. |
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| Deliberative Session Town Meeting  |  | Sounds like many details are still to be decided. No date set yet.  |
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| Families First Coronavirus Response Act |  | FFCRA This is an act to allow employees to be paid who do not have any earned time to use. This Act expired 12/31/2020. DB will talk to Walter Johnson (Town Admin) to see what happens now.  |
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| Grano Children’s Initiative Request |  | Mr. Grano requested that the money from his quarterly installments be pulled automatically from his bank account to be accepted into the account of the Friends. GT is working to make this happen.  |
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| Holiday Schedule |  | Motion made to accept BAS/GT. Motion carried 3-0. |
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| Inclement Weather |  | The present policy was reviewed and discussed. |
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| Library Policies |  | We said we should review these annually. More discussion needed to set this up.  |
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| Other Business |  |  |
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| Meeting adjourned 10:25 |  |  |
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| Next Meeting  |  |  |
| 02/12/2021 at 9:00 |  |  |
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| Respectfully submitted, |  |  |
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| Patricia R. VaillancourtRecording Secretary |  |  |

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| Future Trustee Meeting Dates for 2021Jan 8Feb 12March 12April 9May 7June 11July 9August 13Sept10Oct 8Nov 12Dec 10 |
| 2021 LIBRARY HOLIDAYSFriday, 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  |