

## Monthly Board of Trustee Meeting Minutes October 21, 2020

### 1. Roll Call

**Trustees:** Lynn Thomas, Bob Walp, Judy Patterson, Noelle McCrum, Vanessa Hutton

**Library Staff:** Alma Alvarez, Library Director

**Friends of the Library Liaison:** Absent

**Town Board Liaison:** Karen DuRose

President Lynn Thomas called the meeting to order at 1:00 pm.

### 2. Board

- Bob made a motion to approve Noelle McCrum as temporary secretary. Judy seconded the motion. The motion was passed.
- Noelle made a motion to accept the resignation from Tom Sliva. Judy seconded the motion. The motion was passed.
- Noelle made a motion to accept the resignation from Sandy Deak. It was seconded by Bob. The motion passed.

**Prospective Trustee** – Ryan J. Hutton - A discussion was held. **Bob made a motion to accept Ryan as a trustee. Judy seconded the motion. The motion was passed.**

Ryan works in the field of technology at Google. Presently he is working from home. He would like to see the library use more technology such as Google to increase the community's growth in education. He sees our community becoming more diverse due to people moving here from down state. Ryan would like to see more effort from the library to bring the arts and culture to Chestertown community. Ryan's expertise is in web designs and mobile apps. He is not a programmer. Due to working at home he has a flexible schedule. He has volunteered at various charity events. His hobbies are photography, boating, running, his new puppy and outdoors sports. He is a life-long resident of Chestertown.

### **Slate of Officers for 2021**

Lynn stated we need to think about how to fill the positions. At the moment, Lynn will continue as President and Bob will continue as Financial Officer. Need people for the positions of Vice President and Secretary. It was proposed that the slate of officers will be approved at the October meeting for the upcoming year. To do this the trustees would need to change the By-laws. The reasoning for this change is that it would offer a time for

transition at the end of the year, giving old and new officers a chance to work together before the new officers begin their terms in January. No decision was made. Bob and Vanessa will work on revisions to the by-laws. A slate of officers needs to be made.

### 3. **Approval of Minutes**

The minutes for September 16<sup>th</sup> – A motion to approve the September 16, 2020 minutes was made by Lynn Thomas. The motion was seconded by Noelle McCrum. The motion passed. The September 23, 2020 minutes a motion to accept was made by Judy Patterson and seconded by Bob Walp. The motion passed.

### 4. **Monthly Reports:**

#### **DIRECTOR'S REPORT**

**October 2020 (See Attachment)**

#### **DONATIONS**

An anonymous donation to pay for a vacuum cleaner and to supplement funds for a new computer was received. The vacuum cleaner has arrived. The \$500 donation was from the Ross/Lambert Foundation from Brant Lake

#### **BUDGET ADJUSTMENT REQUEST**

Attached is a budget adjustment request, submitted for approval by the Library Board.

**LIBRARY 2020 BUDGET ADJUSTMENT**

**OCTOBER 21, 2020**

**\$500.00 from L2705 Gifts and Donations to L7410.2 Equipment.**

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A motion was made to move the \$500 donation from the budget line "Donations" to "Equipment". Noelle made the motion and Judy seconded the motion. The motion was passed.

Bob asked about Saturday hours. Alma stated that at the present time there are no personnel that can work on Saturday. In the past Alma stated **that** Saturday library attendance was low. It was suggested that the survey go out in January.

Bob suggested that a survey be put out to ask patrons if Saturday would be a good day to be open. Lynn asked for volunteers to create a survey. Bob, Noelle and Lynn will form a committee to study this issue. Other trustees are welcome to join the committee.

**Financial Officer: Quarterly Report**

The library is doing fine financially. A question was raised: Does the full board needed to approve moves from one budget line to another line? Bob raised the question that if there is not currently enough money in one line should the board approve the movement of money into that line before the purchase is made? Zoom meetings could be used to approve requests between board meetings. A committee was formed to discuss this issue. Members are Bob, Alma, Noelle and Lynn. The committee will meet to come up with a plan that is agreeable to everyone.

**Friends of the Library** – No report

**Town** – Town is pleased that the library is open. Karen will ask callers about Saturday hours since this issue has been raised by the trustees. There will be a November 10<sup>th</sup> Zoom Meeting at 7pm about the town’s budget and more information on the website.

5. **Conroy Property** – Lynn stated we are waiting for the Trust in California to turn on the electricity. Rob Simon will call the Trust in California.

6. **Discussion Items:**

**Endowment Policy** – Bob discussed the changes to the endowment policy. He will work on the language to fine tune the language so the policy can be approved at a later meeting. Also, the Board is not limited to using the ADK for Endowment Funds. And that all Endowment Donation checks will be sent to ADK if we are using the ADK Foundation.

**Fund Raising Letter**- There was a discussion on when to send the letter out. (November vs January) Lynn will fine tune the letter so it can be mailed out in November.

**Memorandum of Understanding with the Town: form a committee** – Vanessa found a template of understanding. A discussion followed. A committee was suggested by Lynn. Volunteers so far are Alma, Lynn, Vanessa and maybe Ryan.

**Set date or review of long-range plans** – It was suggested to have a meeting after November 18 in the evening. (7pm) December time frame might be good too. Trudy will be brought in to help with this issue. She has been working on this issue.

**Tech training options** – The board opted to postpone the training until the new year.

7. **Next meeting:** November 18, 1:00 pm.

**Adjournment:** Bob moved to adjourn at 2:28. Noelle seconded it. The motion was passed.