

# *Hepburn Library of Norfolk*

Trustees' Meeting –July 22, 2020

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The meeting was called to order at 4 pm. Held in the community room of the library and following all “State CORID restrictions”

Present: Stephanie Murray, Tim Opdyke, Lee Mittelstaedt, Linda Helmase, Rickie Zappia and the Director Vicky Brothers, missing: Ron Sanborn

We had a special guest join us and that was our new library director, Laurel Murphy

Bills read, approved and signed

June minutes were read and accepted,

## DIRECTOR’S REPORT:

Vicky informed the board that the library held a curbside pick-up for twelve days in June

A soft opening took place July 1

Reading bags were passed out to 50 children for the summer reading program

SIRSI: This automation system is going well

NCLS informed us some tech services may be reduces due to a reduction in state funding

Director informed us that the friends of the library newsletter is presently being printed and will be ready for mailing soon

## FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

The Financial Report was reviewed, discussed and approved,

## BUILDING AND GROUNDS:

Sneeze Guard was installed at the front desk and looks fantastic

Bathroom renovations will take place soon

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### NEW BUSINESS:

*A motion was made by Rickie to hire Laurel Murphy, as our new director and seconded by Linda Helmase-All approved*

*Tim informed the board that our new director will be evaluated yearly beginning Aug.1-July 31, 2021*

### OLD BUSINESS:

Meeting time will move to Wednesday's @4pm

Meeting ended 4:55pm

Next meeting will be Wednesday August 19, 2020 @ 4:00pm

Respectfully Submitted:

Stephanie Murray  
Secretary

P.S. Laurel can write grants and looks forward to helping the library out with this special skill in the future.