

Hepburn Library of Norfolk
Trustees' Meeting –August 20th, 2020

The meeting was called to order at 4 pm.

Present: Stephanie Murray, Tim Opdyke, Lee Mittelstaedt, Ron Sanborn, Linda Helmase, Rickie Zappia and the Director Laurel Murphy. Also in attendance, retiring Director Vicky Brothers.

Bills read, approved and signed

July minutes were briefly reviewed and accepted

DIRECTOR'S REPORT:

Soft opening of the library in July went smoothly

New website launched and NCLS will help to maintain. Same url
www.Hepburnlibraryofnorfolk.org

FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

The Financial Report was reviewed and approved, library salaries maybe a tad over budget this year due to changes in staffing and added hours.

A "CD" has yet to be figured into this budget so this will give us additional funds

BUILDING AND GROUNDS:

A quote was submitted by C. Sherman for work on bathroom doorway and ADA compliancy for spending additional grant funding from arch windows. C. Sherman has us on his list for work to start soon.

Ask contractors about recaulking downstairs windows

NEW BUSINESS: Action Items

Several changes in the circulation policy- Rickie moved to make a change in the loan policy from a general 4 week loan period to a 2 week loan period for new items and 4 weeks for all other items. Ron seconded it. The circulation and interlibrary loan policy was handed out for review.

Lee made a motion to remove Vicky's name on the library's credit card and to close it out as necessary. Linda seconded it. Approved.

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Stephanie made a motion to establish a debit card through NBT for Laurel to use. Authorized users will have to go to the bank to sign paperwork again. Seconded by Ron. Approved.

Bat proofing- An expensive quote was given for removal of several bats in the attic. Tim and Laurel suggested we hold off on this procedure since it doesn't seem to be pressing at this time.

Laurel suggested a committee be created celebrating the 100 year creation of this library.

OLD BUSINESS:

None

Meeting closed at 4:30

Next meeting: September 16th @ 4:00

Respectfully Submitted:

Stephanie Murray
Secretary