

Hepburn Library of Norfolk

Trustees' Meeting –March 17, 2020

The meeting was called to order at 4 pm.

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

Bills read, approved and signed

Jan and Feb minutes were briefly reviewed and accepted

Welcome to new board member Lee Mittelstaedt who replaced Loris King approved

DIRECTOR'S REPORT:

Vicky stated that the Annual Report to the state was reviewed and accepted

Automation process completed

SIRSI going live postponed
Flyers on the COVID-19 passed out

FINANCIAL REPORT: Prepared by: Irene Hargrave: Bookkeeper

The Financial Report was reviewed and approved,

BUILDING AND GROUNDS:

No New news here folks

NEW BUSINESS: Action Items

Lee moved to approve the library Director job Description and Stephanie seconded it.

Stephanie moved to approve the time line for Director hiring and seconded by Lee

Lee will need to be officially approved by the Norfolk Town Board in the future

Lee moved to accept our new Circulation Policy and seconded by Stephanie

Loris Kings Resignation was accepted by all with many thanks for her dedication to our library

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Stephanie moved to adopt the attached policies on “Quarantine Leave and Paid leave during Emergency Closure” devised by attorney for NYS Library System and seconded by Lee

Lee Moved to accept that the board will continue to pay compensation for full and part time staff during this emergency closure, Stephanie seconded it

It was noted that the library would officially close @ 9:00 pm on March 17, 2020 and will remain closed until future notice. All in favor of closure

OLD BUSINESS:

None

Meeting closed at 4:55

Next meeting: April 21, 2020

Respectfully Submitted:

Stephanie Murray
Secretary