

Hepburn Library of Norfolk

Trustees' Meeting –September 16th, 2020

The meeting was called to order at 4 pm.

Present: Stephanie Murray, Tim Opdyke, Lee Mittelstaedt, Linda Helmase, Ron Sanborn, Rickie Zappia and the Director Laurel Murphy.

Bills were read and approved.

August minutes were read and accepted as well.

DIRECTOR'S REPORT:

Laurel provided the board with a concise agenda report for August 2020.

This report displays the patron and circulation use via pie graph.

A staffing change took place and our custodian Allan C. resigned. Maria, our aide was offered the job and accepted as of 9/1/2020.

Laurel requested update information from trustees.

Virtual story hour will take place on Facebook October – December.

Window caulking will take place soon.

A second delivery will be provided by (NCLS) of Friday.

Book sale will take place in October from 13-17th, 9-3. Volunteers are appreciated.

Laurel handed out "Roles and Responsibilities Guidelines" which was reviewed and discussed.

Tops continues to utilize the library hall each month.

FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

Please see August Librarian's report.

A motion was made by Tim to remove Irene H. as a signer on the NBT credit card. Ron seconded the motion. All approved.

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NEW BUSINESS: Action Items

Tim read aloud to the board a “Thank you” from Vicky on her retirement recognition! She highlighted the camaraderie that has existed between the library board of trustees’ and the community. She expressed her gratitude and appreciation for the successes the library as enjoyed under her tenure.

Tim also read a “Congratulatory” message to laurel from U.S. Representative Elise Stefanik on her recent appointment.

An “Updated Personnel Policy” was handed out and discussed. Linda moved to accept this new policy and Lee seconded it. All approved.

An updated “Disaster Policy” was also presented and reviewed. Ron moved to accept this new policy and it was seconded by Rickie. It was approved by all.

Thank you laurel for these updates and the work put forth.

OLD BUSINESS:

Lastly, Laurel suggested a “100 year commemoration” planning committee be established. Vicky was recruited and Tim as well!

Meeting closed at 5:00pm

Next meeting: October 21, 2020 @ 4:00pm

Respectfully Submitted:

Stephanie Murray
Secretary