

Hepburn Library of Norfolk

Trustees' Meeting –December 16th, 2020

The meeting was called to order at 4:05 pm.

Present: Tim Opdyke, Lee Mittelstaedt, Ron Sanborn, Rickie Zappia and Laurel Murphy

Absent: Linda Helmase and Stephanie Murray

Bills were read and approved.

Bills were read and signed. November minutes were accepted and approved.

DIRECTOR'S REPORT:

Laurel reported on circulation statistics, grab and go craft kits have been a success and virtual programming has been well received. Plans to launch book bingo in January are under way as well as DVD bundles. Annual report work has started, she expects this years to be difficult given the current COVID circumstances and our move to SIRSI. Laurel has prepared an annual report for the trustees that is missing December's statistics as the month is not complete, she will add these soon. Tim suggests that we submit this to the town. Rickie moved to accept, Lee seconded. All in favor.

FINANCIAL REPORT: Prepared by: Marie Richards: Bookkeeper

Minor error under special programs, will be fixed by next month. Planning to transfer money from money market to checking to finish out the year. Budget should be adopted soon. Laurel and Tim will get together to work on this.

Buildings and Grounds:

Lift is still in need of repair, they will call to schedule. The state has approached us with an opportunity to install an EV charger at almost no cost to us. The town has given their blessing. We have begun the process to seek SHPO approval and are awaiting some more paperwork. NYSERDA plans to come visit our site, if the board approves this could begin in January. Lee moves that we accept this, Rickie sec. All in favor.

NEW BUSINESS: Action Items

Due to the loss of staff and increase in COVID cases, the Pandemic Response Committee is asking the board to consider reducing hours. The committee is suggesting that we move to Mondays 10-12 & 2-8pm and Tuesday-Friday 10-12 & 2-5pm. Maria will be offered a few additional hours to cover this change in hours. Ron moves to accept this motion. Rickie seconded. All in favor.

The hiring process is also on hold at this time due to the uncertainty of COVID-19, applicants will be informed shortly.

In preparation for the upcoming grant cycle, Laurel will prepare to get quotes on the needed brickwork, heating repairs and security upgrades. The board will choose what project(s) to address for the grant at a later meeting.

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Unfortunately, Linda Helmase has decided to resign from the board. This leaves us with an opening. Trustees have been asked to think of individuals to ask to consider joining the board. Linda will be missed. The Board accepts Linda's formal resignation.

Ron made a motion to approve the 2% raise increase that the town most often does annually. Lee seconded, all in favor. Laurel will inform the Marie our bookkeeper of this.

OLD BUSINESS:

Laurel reports that 100-year committee did not meet due to rising COVID-19 cases but continues to communicate via email.

Meeting closed at 5:00pm

Next meeting: January 20th @ 4:00

Respectfully Submitted:

A handwritten signature in cursive script that reads "Laurel Murphy".

Laurel Murphy
Director-Stand in Secretary