

## *Hepburn Library of Norfolk*

Trustees' Meeting –March 17, 2021

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

Order of business established.

Quorum established.

Present: Tim, Steffie, Lee, Rickie, and Laurel. Special Guest: Marie Richards

Bills were signed and approved.

Read February 2021 minutes. Rickie made a motion to accept, Lee seconded and all approved.

### DIRECTOR'S REPORT:

Laurel reported to the board the Library's activities and business for the past couple of months.

Laurel described the upcoming Summer Reading Program to begin July 5<sup>th</sup>- August 19<sup>th</sup>. A very detailed and organized flyer was handed out. Steffie made a motion to permit in person programming during summer reading as proposed on the flyer & described by Laurel. Lee Seconded. All approved. Laurel will work on a budget and Tim will talk with the Friends of the Library chair, Hazel on donating to the summer reading program. Tim will also talk to Hazel's Ice cream about an Ice cream donation.

Laurel discussed that the hiring process is moving along for our new aide.

Susan Mitchell, NCLS Executive Director has been dismissed immediately from her duties. The NCLS board has asked Paulette Roes, to fill in as interim Director. There is expected disruptions to operations at this time, therefore much patience is requested as the board works through many challenges.

### FINANCIAL REPORT:

Financial reports for February was approved.

Our bookkeeper, Marie Richards addressed the group and discussed the job of completing the annual comptrollers report due in April. A draft was provided for the board to examine. She stated that this is the first one she is completing.

Marie Also asked the board for the history of having two separate accounts and wondered if the board would consider consolidating. She has checked into the advantage of SeaComm vs. NBT. The credit union currently offers the library higher interest rates. Rickie moved to combine the bank accounts and selected SeaComm for our banking. Lee seconded it. All approved. A debit card will need to be provided as well as we currently have one for the director's use through NBT. Lee will need to be added as a signer to the SeaComm account as she is Treasurer on board and Laurel will need to be signer to receive debit card. Marie will be able to do this and everyone will need to go into sign paperwork.

### Buildings and Grounds:

Heating-Cornerstone offered an updated quote to replace all the cabinet heaters upstairs. The quote is \$27,437.00 Hyde-Stone also offered a quote for Upstairs and Downstairs. The quote from Hyde-Stone is \$35,000.00 The Board requested that Laurel get a quote from Cornerstone for the downstairs.

Laurel is suggesting working with an architect for a full assessment of the building, but thinks we should wait until May to see what this year's grant cycle will look like. NCLS typically lets us know what the system "allotment" is in May. We should be able to do a little work ourselves, depending on what we feel the priorities are.

EV Charger- No update

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### NEW BUSINESS: Action Items

*Correspondence*-A letter from former employee Melissa Frisbee requesting her past personnel records from the 1990's has come in. At this time little information has been retrieved. Tim suggested Laurel reach out to Vicky to see if she had any insight on where records might be.

A donation request from the NNCS class of 2021 was discussed, no action taken.

*Policies*-Three policies were presented by laurel to the Board for tentative approval. The materials Selection, Censorship, Challenged Materials Policy and Challenged Materials form was presented. Rickie made a motion, Steffie seconded. All approved. The Amended Safety practices policy was discussed as it included changes to allow in person programming for Summer Reading. Steffie made a motion, Rickie seconded. All approved. The amended Infectious disease policy was presented to include updated language from the state regarding vaccine information. Lee made a motion, Steffie seconded. All approved.

*Grant*-Laurel is awaiting quotes from NTC and a scheduled meeting with Continental Construction to further guide us. See also building and grounds as this may be potential grant project.

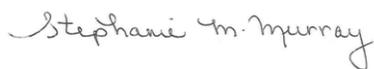
*Vacancy on Board*-Potential Board members were discussed.

Old Business -- 100 years committee – no meetings in person yet, Tim mentioned he would be willing to meet now.. Email will be sent around to committee members to plan.

Next meeting April 21st 2021 at 4pm.

Adjourned 5:05pm

Respectfully Submitted:



Stephanie Murray