

Hepburn Library of Norfolk

Trustees' Meeting –April 21st, 2021

The meeting was called to order at 4:00 pm.

Order of business established.

Quorum established.

Present: Tim, Steffie, Lee, Rickie, Ron and Laurel. Special Guest: Charity Shoen

Bills were signed and approved.

Read March 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 month of March. See written report. Laurel mentioned that Summer Reading plans have been updated to now include a collaboration with several Hepburn libraries in the area. Each library will prepare materials, share and team up for the program. They will deliver the materials amongst the Hepburn Libraries to cut down on work.

Laurel announced that she secured \$350.00 from Stewarts which will be used for the Summer Reading program.

FINANCIAL REPORT:

Financial reports for March was approved.

Our bookkeeper, Marie Richards has submitted the Comptrollers report. Rickie motioned to accept and Ron seconded it. All approved. Thank you Marie.

Laurel Mentioned that in a recent meeting with NCLS that one of our bills from them will be coming later than usual and that the cost will be lower than anticipated due to decrease in library usage.

Buildings and Grounds:

EV Charger- Tim announced that the contract has been signed. Nat'l Grid will be paying for the installation and therefore we are ready for the operation to take place.

NEW BUSINESS: Action Items

Policies-Four policies were presented by laurel to the Board for tentative approval. The Programming Policy was discussed. It was agreed that the library will offer free programming unless a materials fee is necessary, then the library will request a donation/fee for the individual materials. Lee motioned to approve. Steffie seconded it. All approved.

An amendment to the Circulation Policy was discussed. Laurel purposed a "fine free" policy, Overdues and fines section will be omitted from this policy after discussion. Rickie moved to accept this, Ron seconded it. All approved.

Several amendments to the Personnel Policy were discussed, a "Whistle blower" segment was added. Under "employee benefits" paid holidays would be provided for salaried staff required clarification. Lee moved to accept this, Steffie seconded it. All approved.

The Library Hall policy & use was discussed. See "Highlighted" change to policy regarding tables & chairs. Ron moved to accept this Library Hall policy and Rickie seconded it. All approved.

The Curbside policy was discussed, Lee moved to accept this, Steffie seconded it. All approved.

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Grant-NCLS announced this was a good year for acquiring grant money. There will be 1 million for NCLS to distribute in the North Country. Grant applications are generally due by August 17th, and the deadline for the intent to apply is early July. Bullet Aid through Senator Griffo's office is available as matching funds and those should be requested by May 12th. This may be the best avenue for seeking funds for the masonry /bricks steps needing repair at the front of the library. Ron made a motion and Rickie seconded. All approved to request Bullet aid.

Front steps- After discussion of the **quotes received**, it was decided that Lupini (who has done work at the library in the past) would do the repairs. Laurel will set this in motion immediately to be sure we get on the schedule. Lee motioned to accept Lupini's bid of \$8,660.00 and Steffie seconded it. All approved.

Opening Date-The library is presently opened at reduced house, curbside and by appointment only but Laure and staff would like to reopen for in person participation on May 1st (Monday, May 3rd would be the first full day) The Library would resume regular hours and remain open until 8pm. Hours would be 10am-noon and 2pm-8pm Monday-Friday. It was decided that the Library Hall at the Hepburn Library of Norfolk would remain Closed until further notice. Lee made a motion, seconded by Ron and approved by all.

Vacancy on Board-A special guest interested in becoming a board member and replacing the current ½ term vacancy once held by Linda Helmase attended this meeting. Charity Shoen expressed her interest in our duties and agreed to accept this position if the Town Board accepts her request. Lee moved to accept her request, Steffie seconded. All approved.

New Library Aide-Michele LaPointe has now been hired to assist the library staff. She has been in training and ready to begin evening hours on May 3rd. Rickie motioned to accept this new staff member, Ron seconded it. All approved.

Old Business -- 100 years committee – will meet after this meeting. Vicky tendered her resignation from the committee via email.

Next meeting May 19th 2021 at 4pm.

Adjourned 5:10pm

Respectfully Submitted:



Stephanie Murray