

# *Hepburn Library of Norfolk*

Trustees' Meeting –May 19th 2021

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The meeting was called to order at 5:00 pm.

Order of business established.

Quorum established.

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

Bills were signed and approved.

Read April 2021 minutes. All approved.

Tim introduced our new Library Aide, Michelle LaPointe to the Board.

## DIRECTOR'S REPORT:

The board looked at the monthly report as Laurel reported on increase Library use. Almost mentioned library story hour is progressing well. Story hour was for eligible children who registered in advance. The Norfolk police needed to stop by and have a "little visit" with neighbor children riding their bikes in library parking area. NNTA donated \$650.00 to the library which will benefit the ILS (Sirsi ) bill

## FINANCIAL REPORT:

Financial reports for April approved

A change of accounts of the PPLS CORP. common stock needs to happen for us to be able to close out the NBT account fully as this is directly deposited there. Once Board President signs papers and Board agrees, we can close NBT account which still has a balance. Lee moved to have the PPL stock deposited into SeaComm and close out NBT once all documentation is signed. Rickie Seconded. All in favor.

## Buildings and Grounds:

EV Charger- Tim has made contact and told we are still on their radar, just not active yet.

Stairs- Contract was signed with Lupini, expected start date per contract is Sept. and end date is expected to be in Oct.

## NEW BUSINESS: Action Items

*Policies*- Much discussion on Library Hall and wearing of masks was held.

Laurel purposed that the Library Hall we reopened to community groups to start, and phased into private parties over time to allow for control of how many people are in the space to fit NYS regulations. Charity moved to accept an amendment to our Safety Practices Policy allowing the hall to reopen as the discretion of the Board and Director. Ron Seconded. All approved. All agreed that changes will need to be made as more information is provided by that state and CDC regarding capacity, etc. Tops specifically has requested use of the room on Saturday mornings for the foreseeable future, they will be allowed to resume meetings at this time.

Masks-The staff feels that the continuation of wearing of masks is favorable. Laurel checked into the mask policies of local libraries and there was really no consistency. Since our schools are still requiring masks and we are also governed by education law, we will continue with our current policy of requiring masks.

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*Grant-* Intent to apply deadline is approaching. The board examined a well-organized timeline of the “NYS Construction Grant Information & Projects” created by Tim and Laurel. After discussion, the board voted to accept recommendations of:

Project 1: Stone work

Project 2: Upstairs Heating

Project 3: Security Cameras

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Totaling \$91,000 but the library is responsible for 90/10 or 75/25 depending on funding. There are specific areas once applied for that cannot be reapplied for in the future, so completing work on specific areas of the exterior of the building allows us to target other areas in the future. If grant application is approved, monies would not be available until 2022. Rickie made a motion to accept the grant recommendations and apply. Steffie seconded it. All approved.

Old Business -- 100 years committee – Charity has joined the committee. Members now include: Hazel Holland, Tim Opdyke, Laurel Murphy, Maria Peacock, and Laurel Murphy

A thank you to Laurel and staff for the beautiful garden work outside and the paperwork and outline handed out to the Board at each meeting and for the energy and enthusiasm shown here at the Norfolk Hepburn Library. We appreciate greatly what you are doing each and every day.

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Next meeting June 19th 2021 at 5pm.

Adjourned 5:50pm

Respectfully Submitted:



Stephanie Murray