

Springfield Library

Board of Trustees

March 7, 2019 Regular Meeting
(Rescheduled February 25, 2019 Meeting)

MINUTES

Call to Order: 6:54 p.m.

Members Present: Dennis Dorn, Rebecca Fitzgerald, Athena Hopkins, Jonathan Miller, Jim Oldick, Cheryl Zamelis

Also Present: Marilyn Marshall, Michelle Senif

- **Motion made by Rebecca to elect Marilyn Marshall as a trustee, seconded by Cheryl. All in favor**
- **Motion made by Athena to accept the January 14, 2019 minutes, seconded by Cheryl. All in favor.**

Trustee Business

- **Motion made by Rebecca to nominate Marilyn Marshall as Vice-President of the board, seconded by Jim. All in favor.**
- **During discussion, motion made by Jonathan to move Marilyn Marshall to President and Jonathan Miller to Vice President, seconded by Jim. All in favor.**

New Business

- Determining committee duties/appoint committee members:
 - Public Relations: Rebecca, Marilyn
 - Facilities/Personnel: Jim, Dennis
 - Budget/Finance: A little of all of us to do this portion
 - Echo will look out for a new board member to join this committee
 - Need to have a second set of eyes to look at financials
 - Cheryl will get some information for us about auditing

Financial Report

- Annual giving checks received
- Sold \$4,000 in Ameriprise
- Draft letter to Town of Springfield accepting monthly payments over an annual payment
- Recommends special trips (such as D.C. trip) should be suspended until financially more stable
- Annual Appeal
 - Marilyn will donate paper and envelopes for the mailing
 - Master mailing list from Jonathan
- Applebee's Restaurant Flap Jack Fundraiser
 - Marilyn will get more information on this
- Library's BBB to be held Saturday, April 13th, 2019. Need to get working to set this up.

Director's Report

- Discussion about substitutes and library staffing week of the 11th-17th. It was decided the library would be closed Monday morning and closed Thursday

2019 Meeting Schedule

- **Motion made by Cheryl to accept these dates/times for 2019 board meetings, seconded by Athena. All in favor.**
 - April 22, 2019 at 6:30 p.m.
 - July 22, 2019 at 6:30 p.m.
 - October 21, 2019 at 6:30 p.m.

Next Meeting: April 2, 2019 at 6:30 p.m.

- **Motion made by Rebecca to adjourn the meeting, seconded by Jonathan. All in favor.**

Meeting Adjourned: 8:25 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.