

*Springfield Library*  
Board of Trustees  
June 23, 2019 Regular Meeting  
(Met under the trees in front of the Community Center)

MINUTES

**Call to Order:** 7:00 p.m.

**Members Present:** Jordan Clements, Meghan Culbert, Rebecca Fitzgerald, Marilyn Marshall, Jonathan Miller, Cheryl Zamelis

**Also Present:** Echo Weller

- Will review March 12, 2020 meeting minutes at the next meeting.

**President's Report**

- School Vote
  - We will go ahead with or without Cherry Valley Library next year
  - Possible Fall vote at Cherry Valley-Springfield Central School

**Financial Report**

- 2020 Q1 Budget vs Actual
  - **Motion made by Jordan to approve the financial report, seconded by Jonathan. All in favor.**
- Annual Appeal
  - Marilyn will send out in the beginning of August
- Construction Grant:
  - Missed the deadline: Echo will get a hold of Steve B. about possible extension
  - Jonathan will be the project manager & go over everything with Echo.
  - Jonathan and Echo will contact Matt Dawson at Canadarago Electric for an electrical quote.
- Brooks BBQ Fundraiser
  - Echo suggests we hold it in August or September
- Stewarts Foundation Grant:
  - Echo will decide what to do with the \$1,500 we received from Stewarts and will let us know at the next meeting.
- Senator Seward
  - Have not received money from 2019; Echo will find the award letter

## Director's Report

- Library Re-Opening Plan
  - We do not have a reopen date yet: Steve Bachman is keeping us updated
  - Need a plan (handout with specifics)
  - July 8th- 10 hours open with other hours set aside for Admin/Cleaning
- Teen Youth Program Policy and Code of Conduct
  - Please read over it and have a list of suggestions to bring to the next meeting.
- Echo requested the delegation of library administrative duties to Emily
  - Marilyn said this is the creation of a new position and that the Board is required to open the position for applicants; Emily is welcome to submit her resume
  - The Board needs to look into the financial and feasibility of a new position
  - Echo will give us details about Administrative Assistant Position and any other needed information.
  - Need to come up with a back-up plan to help Echo after she gives us the information on what she needs; we are in this together

**Next Meeting:** Tuesday July 20, 2020 at 7:00 p.m.

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

**Meeting Adjourned:** 8:12 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.