

Springfield Library
Board of Trustees
July 21, 2019 Quarterly Meeting
(Met under the trees in front of the Community Center)

MINUTES

Call to Order: 7:04 p.m.

Members Present: Jordan Clements., Megan Culbert, Dennis Dorn, Marilyn Marshall, Jonathan Miller, Cheryl Zamelis

Also Present: Echo Weller

- **Motion made by Jordan to approve the March 12, 2020 and June 23, 2020 minutes, seconded by Cheryl. All in favor.**

Financial Report

- 2020 Q2 Budget vs Actual
 - Expenses down due to COVID-19
 - **Motion made by Jordan to approve the 2020 Q2 Budget vs Actual report, seconded by Cheryl. All in favor.**
- Annual Appeal Letter
 - Minor changes suggested.
 - Will send at the beginning of August
 - **Motion made by Dennis to approve with changes, seconded by Jordan. All in favor.**
- FCLS Video and Large Print Circuit Letters of Agreement
 - **Motion made by Jordon to approve the FCLS Video and Large Print Circuit Letters of Agreement for signature, seconded by Cheryl. All in favor.**
- Senator Seward apparently didn't receive money so therefore didn't disperse money to library.
- State Annual Report
 - Completed by Marilyn and submitted to state.
 - Section 6 questioned by Megan who would like to pursue for answers.
 - **Motion made by Jordan to approve with exceptions, seconded by Jonathan. Majority in favor, with Megan voting No.**

Director's Report

- Library Re-Opening
 - Richfield Springs library is open by appointment and Echo would like to follow their lead.
 - Will need special Board meeting to approve paperwork
 - Echo would like to reopen August 19 with shortened hours
 - Echo could work up to 20 hours per week until reopening to prepare for the library to open.
 - Cheryl will clean carpets on July 30 and asked that items are off the floor for carpets to be cleaned.
 - Other board members have agreed to come in to help with window washing and other cleaning.

Executive Session

- Board broke off into Executive Session at 8:25PM to discuss Library Director's job description.
- Evaluated a letter to send to Echo with a proposal for new job description to be signed and returned by August 3, 2020.

Next Meeting: August 20, 2020 at 7:00 p.m.

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

Meeting Adjourned: 8:50 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.