

# *Springfield Library*

## Board of Trustees

September 17, 2020 Regular Meeting

(Met under the trees in front of the Community Center)

### MINUTES

**Call to Order:** 7:03 p.m.

**Members Present:** Megan Culbert, Dennis Dorn, Rebecca Fitzgerald, Marilyn Marshall, Cheryl Zamelis

- **Motion made by Cheryl to approve the August 20, 2020 meeting minutes, seconded by Dennis. All in favor.**

**Financial Report:**

- Marilyn cashed NBT Bank CD that matured in July
  - We have one more CD left with NBT Bank
- 2020 Annual Appeal
  - \$2,045.00 deposited so far
  - \$1,180.00 to be deposited
- Legacy of Janice M. Whipple: \$2,000.00 donated to the Springfield Library
- Approval of the Budget vs Actual
  - **Motion made by Dennis to approve the Budget vs Actual report, seconded by Megan. All in favor.**
- 2020 Income & Expense Projection
  - Estimated taxes because payroll has been down
  - Marilyn will call CVS-CS and inquire about the annual \$750 we normally receive
- Reviewed current insurance policy
- Annual Report
  - Marilyn asked the Book Club to be a Focus group for feedback on the library
  - Marilyn found annual reports back to 1999
- Annual Appeal Thank-You Letter
  - Marilyn will enclose library card application in letter

**Library Operations:**

- Air quality/Air conditioner
  - Dale might know more or know where to guide us
- Construction Update
  - Working on electric
  - Ends to computer cables will need to be added before computers get hooked up
  - Dennis submitted bills for payment
- Book Organization/Yard Sale
  - When? Where?: Possibly in November, it's a work in progress right now.
- General Cleaning
- Laptop Station: Table & chair set up for a patron with a personal laptop
- Governing Council Meeting
  - 4CLS conducts 3 or 4 per year
  - Marilyn attended one on August 24th online; next one is November 20th.
  - 4CLS Wi-Fi upgrade (with Spectrum) to extend wi-fi service range further out

**Next Meeting:** Thursday, October 15, 2020 at 7:00 p.m.

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

**Meeting Adjourned:** 8:24 p.m.

Minutes recorded and submitted by Rebecca Fitzgerald.