

*Springfield Library*  
Board of Trustees  
November 12, 2020 Regular Meeting

MINUTES

**Call to Order:** 7:05 p.m.

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

**Also Present:** Kaitlyn Forbes

- **Motion by Megan to elect Kaitlyn Forbes as a trustee, seconded by Dennis. All in favor.**
- **Motion by Cheryl to approve a letter to Jim Oldick thanking him for his service and removing him from the Board due to lack of attendance, seconded by Megan. All in favor.**
- Approval of October 15, 2020 minutes tabled until next meeting

**President's Report**

- Springfield Town Board Budget
  - It is unknown if the Library is included in the upcoming Town of Springfield budget
  - Marilyn offered the Town a spot on the library's webpage while the Town fixes their webpage
  - Marilyn going to ask the Town for three more building keys
- School Ballot
  - Kaitlyn gave us insight into the 21st century initiative (Canajoharie Library)
  - Suggestion to mail out voting reminders for school budget (~\$500 for posting)
- Insurance Upgrade:
  - We were seriously under insured
  - \$1220.04 from \$889.04 (additional \$331)
- Focus Groups for the Strategic Plan
  - Met with nine people from the Springfield Book Club on October 16
  - Met with ten people who previously served on the library board on November 15 at 3:00 p.m.
- Echo needs to delete her old Facebook page or Marilyn will hire a consultant to remove it
- Library Operations
  - We lost Emily as a library clerk (Medical reasons). We wish her luck and we will miss her.
  - Gretchen wants to be kept safe from Covid and is very strict about rules (masks)
  - Gretchen has been authorized to work overtime to get caught up if need be
- Library Manager Candidates
  - Melinda Supp; Hanna Conbeer
  - Cheryl & Marilyn will interview the candidates and make a recommendation to the Board

## Financial Report

- Town Overpayment
  - Marilyn wrote check to reimburse the town for an overpayment (made in February 2020) to the library of \$1,250, but it was never cashed
- Echo's Unemployment Claims
  - We received another statement and Marilyn will be sending another dispute letter
- 4CLS 2021 Cost of Services
  - Kaitlyn suggests suspending movie license until restrictions due to Covid are relieved
  - **Motion made by Cheryl to approve 4CLS services, seconded by Rebecca. All in favor.**
- NBT CD (\$17,437.68)
  - Marilyn will cash out the NBT CD due to low interest and deposit it in our savings account.
- 2020 Annual Appeal Update
  - Receipts up to \$5,520.00; profit of \$4,756.78; 110 donations with 14.6% response rate
- Technology
  - New circulation desk computer ordered
  - Purchased two wireless printers (one color and one black and white)

**Next Meeting:** December 17, 2020 at 7:00 p.m.

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

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

Minutes recorded and submitted by Rebecca Fitzgerald.