

*Springfield Library*  
Board of Trustees  
February 10, 2021 Regular Meeting

MINUTES

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**Call to Order**

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The meeting was called to order by Marilyn Marshall at 7:08 p.m.

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**In Attendance**

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**Present:** Megan Culbert, Dennis Dorn, Marilyn Marshall, Jonathan Miller, Cheryl Zamelis

**Also Present:** Hanna Conbeer

**Absent:** Jordan Clements, Rebecca Fitzgerald, Kaitlyn Forbes, John Marchev

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**Approval of Previous Month's Meeting Minutes**

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- **Motion made by Megan to approve the January 13, 2021 meeting minutes, seconded by John. All in favor.**
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**President's Report**

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- The Board needs a new secretary; Hanna taking minutes until we vote in a new secretary
- Trustee Conflict of Interest Forms
  - Still need signed forms from Jordan, Rebecca, Kaitlyn, Jon, and John
- Librarian Yearly Employment Contract Review and Approval
  - **Motion made by Cheryl to approve the Librarian Yearly Employment Contract, seconded by Dennis. All in favor.**
- Sick Leave Policy
  - **Motion made by Cheryl to approve the Sick Leave Policy, seconded by Megan. All in favor.**
- Pandemic Response Plan
  - **Motion made by Jonathan to approve the Pandemic Response Plan on the condition that we include language that the librarian has the discretion to ask people who are exhibiting Covid symptoms to leave the library, seconded by Dennis. All in favor.**
- Computer Use Policy
  - **Motion made by Megan to approve the Computer Use Policy, seconded by Jon. All in favor.**

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## Financial Report

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- 2021 Budget Update
  - Added \$1,244.24 collected by Dennis from the recycling project in 2020 into an updated budget.
  - Jonathan questioned spending \$350 on professional memberships. Hanna will bring a breakdown of membership benefits to the next board meeting.
  - **Motion made by Cheryl to approve the updated 2021 budget, seconded by Dennis. All in favor.**
- 2021 February Budget vs Actual
  - **Motion made by Cheryl to approve the 2021 February Budget vs Actual, seconded by Megan. All in favor.**
- 2021 Income & Expense Projection
- Unemployment Insurance
  - Nothing new to report.
- IRS Problem
  - Nothing new to report.
- 2020 Annual Appeal
  - Current intake \$6,070 minus \$561.13 expenses, equals \$5,508.87 profit; 124 donations out of 750 mailing equals 16.5% response
- Recycling Project Update
  - Dennis says it's a lot of work, but he thinks he can keep it up
  - Marilyn and Hanna offered to look for helpers if he needs them
  - Dennis submitted a list of costs and expenses: he subtracted some small purchases he needed to make and his mileage @ \$.57 to haul the bottles and cans

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## Manager's Report

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Please see Manager's Report.

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## Next Meeting

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- Wednesday, March 10, 2021 at 7:00 p.m.

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## Meeting Adjourned

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Meeting adjourned at 8:43 p.m.

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

Minutes recorded and submitted by Hanna Conbeer.