

Springfield Library
Board of Trustees
May 11, 2021 Quarterly Meeting
(Rescheduled April 20, 2021 Quarterly Meeting)

MINUTES

Call to Order

The meeting was called to order by Marilyn Marshall at 7:04 p.m.

In Attendance

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

Also Present: Hanna Conbeer

Absent: Jordan Clements

Approval of Previous Month's Meeting Minutes

- Motion made by Rebecca to approve the March 10, 2021 Meeting Minutes, seconded by Dennis. All in favor.

President's Report

- The Board needs a new secretary
- The Board needs two new board members
- Trustee Conflict of Interest Forms
 - Still need signed forms from Jordan
- Collection Inventory Project
 - Hanna, Cheryl, and Marilyn inventoried the entire collection against the online catalog, and shelf-read and organized the DVDs. Cheryl also cleaned the library from top to bottom.
 - Cheryl put in 310 hours, Marilyn 130, and Hanna 140. Calculating the volunteer time at the industry-wide rate of \$33.17 per hour for New York State, Cheryl and Marilyn's hours were valued at \$14,594.80, and Hanna's hourly rate came to \$2,520.00. Therefore, 85% of the labor costs were absorbed by volunteer labor.
- School Vote
 - Invited Cherry Valley Memorial Library to our next board meeting on June 16

Financial Report

- 2021 May Budget vs Actual
 - **Motion made by Cheryl to approve the 2021 March Budget vs Actual, seconded by Rebecca. All in favor.**
- 2021 Income & Expense Projection
- Noel Dries Bequest: \$10,000
 - Hanna and Marilyn will report back about what to do with the money
- Unemployment Insurance Reimbursement: \$2,749.96
- IRS Problem
 - Nothing to report
- 2021 Annual Appeal Draft Letter
 - **Motion made by Rebecca to approve the 2021 Annual Appeal letter, seconded by Jonathan. All in favor.**

Manager's Report

- Please see attached Manager's Report.

Next Meeting

- Tuesday, June 15, 2021 at 7:00 p.m.

Meeting Adjourned

Meeting adjourned at 8:27 p.m.

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

Minutes recorded and submitted by Marilyn Marshall.