

Springfield Library

Board of Trustees

July 14, 2021 Regular Meeting

MINUTES

Call to Order

The meeting was called to order by Marilyn Marshall at 7:15 p.m.

In Attendance

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

Also Present: Hanna Conbeer

Approval of Previous Month's Meeting Minutes

- **Motion made by Cheryl to approve the May 11, 2021 Meeting Minutes, seconded by Jonathan. All in favor.**

President's Report

- Trustees
 - Jordan Clements and Rebecca Fitzgerald Resignations
 - Carlin Thompson, new Trustee
 - **Motion made by Dennis to elect Carlin Thompson as a trustee, seconded by Cheryl. All in favor.**
- Charter Update
 - Getting close; Steve Bachman is aiming for an absolute charter; will work board member range (5-9) into it in place of 9-member requirement
- School Vote Meeting with Kathleen Taylor

Cherry Valley Memorial Library is having their board meeting tonight and we expect to hear from them shortly about their plans
- 7/12 Town Board Meeting
 - Informed board of new hours and upcoming programs
 - Asked for two more front door keys
 - The county is in charge of highway signs; talk to Rich Bremer in the Highway Department about putting up signs for the library: (607) 547-0537, brimmerr@otsegocounty.com
 - The Town has offered to put security cameras in the library; told them OK
 - Galen has written our check and will give it to us
- Highlights of New York State's new open meetings law:
 - The state requires 72-hour notice of public meetings; we will post meeting information on the website, the Facebook page, and other venues.

- Members can video conference into the meeting (not by phone or email, but by video), but we must give notice that a member is video conferencing in from a named location and the public is welcome to attend from that location, and can get specifics upon request.
- Meeting Attendance:
 - GOAL: Full attendance at all meetings**
 - At the end of each meeting, the board will decide the date for the next meeting.
 - One week before the meeting, the president will send out a friendly reminder of the upcoming meeting via email and text.
 - If anyone cannot attend the meeting, they will immediately text and email the group of their inability to come and suggest three dates of availability.
 - The group will communicate their ability to attend each of these dates and whichever date that can be attended by everyone will become the date of the meeting.
 - If none of the three dates works, the president will suggest additional dates until a date that works for everyone can be settled on.

Note: It's important that rescheduling gives enough time for the board to meet the 72-hour requirement.

Financial Report

- 2021 July Budget vs Actual
 - **Motion made by Megan to approve the July 2021 Budget vs Actual report, seconded by Cheryl. All in favor.**
- 2021 Income & Expense Projection
- Book Sale Donations: \$251.70
- 2021 Annual Appeal Update: 78 donations totaling \$4,835 – 9.6% return
- 2021 Annual Appeal Draft Thank You Letter
 - **Motion made by Megan to approve the 2021 Annual Appeal Draft Letter with update to the list of trustees, seconded by Cheryl. All in favor.**

Manager's Report

- June Program Highlights
- Please see Manager's Report.

Next Meeting

- Wednesday, August 25, 2021 at 7:00 p.m.

Meeting Adjourned

Meeting adjourned at 8:12 p.m.

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

Minutes recorded and submitted by Marilyn Marshall.