

Springfield Library

Board of Trustees

July 18, 2022 Quarterly Meeting

MINUTES

Call to Order

The meeting was called to order by Marilyn Marshall at 7:01 p.m.

In Attendance

Present: 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 January 12, 2022 meeting minutes, seconded by Jonathan. All in favor.**

President's Report

- Conflict of Interest Forms (Jon outstanding)
- Charter Update
 - Nothing to report
- Construction Project Update
 - 4CLS signed off on our Intent to Apply
 - Town signed 10-Year Lease Agreement
 - Dropped Carpet Replacement; State considers it to be a routine replacement
 - Town Installing Blinds in Historical Society
 - Prepared to continue application for new blinds and ceiling tile repair
 - Motion made to continue with application for the NYS Construction Project made by Carlin and seconded by Dennis. Motion passed unanimously.
 - Future construction: prepare early for projects that require town and SHPO approval
- 2021 Annual Appeal
 - \$5,670.00 (Cost \$484.21; Profit \$5,185.79; 8.5% overhead); 90 Donors (12%)
- School Vote
 - We WON! 162-95

Financial Report

- 2022 Q2 Budget vs Actual

Motion made to accept the 2022 Q2 Budget vs Actual report made by Cheryl and seconded by Carlin. Motion passed unanimously.

- 2022 Q2 Income & Expense Projection
- 4th of July Booth P&L
 - \$238.00 Donations; only expense Hanna's salary

Manager's Report

- Community Collaborations
- Community Foundation of Otsego County Grant

Please see the Manager's Report for library statistics.

Policies

- Hanna provided the following policies for review:

Code of Ethics

Collection Development

Confidentiality of Library Records

General Rules and Regulations

Harassment

Patron Complaint

Unattended Children

Whistleblower

Motion to approve policies with changes made by Dennis and seconded by Cheryl. Motion passed unanimously.

- Note: Developing Community Center-Wide *Emergency Procedures* with Town Board

2021 New York State Annual Report

- Marilyn will submit the approved report to the Town of Springfield Board at their next meeting.
- **Motion made by Cheryl to approve the 2021 New York State Annual Report, seconded by Carlin. All in favor.**

Next Meeting

- Tuesday, October 04, 2022 at 7:00 p.m.

Meeting Adjourned

Meeting adjourned at 8:16 p.m.

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

Minutes recorded and submitted by Carlin Thompson.