

Board of Trustees Meeting,

November 18, 2020

Meeting called to order at 7:04 pm

In attendance: Amber Billey, Rose Unes, Jacky Davis-Soman, Beth King, Sheila Dixon, Bill Stamm, Eric Morrow, Carl Welden.

Excused: Craig Zisman

Staff: Katie Scott-Childress, Diane Newlander

Friends:

- I. Approval of Minutes: Motion to approve the minutes of October 28 made by Bill, seconded by Rose, unanimously approved.
- II. Financial Reports
- III. Pay Bills: Motion to pay bills in the amount of \$32,668.61 made by Eric, seconded by Sheila, unanimously approved.
- IV. New Business
 - 1) Policy--Patron Code of Conduct Safe Practices Addendum: Motion to approve the Patron Code of Conduct Safe Practices Addendum made by Eric, seconded by Bill, unanimously approved.
 - 2) Pandemic Response Plan: Motion to approve the Pandemic Response Plan made by Carl, seconded by Jacky, unanimously approved.
 - 3) Personnel Handbook Updates: Motion to approve the Personnel Handbook Updates including the changes made by Katie made by Beth, seconded by Sheila, unanimously approved.
 - 4) Planning for 2021: the library will create a long-range plan of service in 2021--which is now required by the state as a minimum standard for public libraries. We will do outreach in the community in order to create priorities for library service, including having board and or staff members attending Town board and commission meetings in 2021.
- V. Old Business
 - 1.) Treasurer: Katie has been asking various people, including the Friends of the library if there is anyone that they know who would be a good fit for the library's Treasurer role, and has reached out to a former board member who is a banker. As we have not found anyone yet, Sheila Dixon has agreed to fill that role until we can appoint someone who is not a member of the board. It was asked if anyone else on the board would be interested in this role and no one volunteered. Everyone indicated that they were in favor of Sheila assuming this role until the board can appoint a treasurer who is not a member of the board.
- VI. President's Report
- VII. Director's Report
- VIII. Friends of the Library Report: None

IX. Adjournment: Motion to adjourn at 7:53pm made by Carl, seconded by Beth, unanimously approved.

Next meeting, Wednesday, December 16, 7:00 p.m