

Minutes--Board of Trustees Meeting, October 28, 2020

Meeting called to order at 7:06 pm

In attendance: Amber Billey, Rose Unes, Jackie Davis-Soman, Beth King, Sheila Dixon, Bill Stamm, Craig Zisman.

Excused: Eric Morrow, Carl Welden

Staff: Katie Scott-Childress, Diane Newlander

Friends: Eileen Hall, Jo Ann Reuben

- I. Approval of Minutes: Motion to approve the minutes of September 16 made by Craig seconded by Rose, unanimously approved.
- II. Financial Reports
- III. Pay Bills: Motion to approve paying of bills in the amount of \$5,520.96 made by Jackie, seconded by Bill, unanimously approved.
- IV. New Business
 - 1) Insurance policy renewal: Motion to contract with Utica insurance made by Sheila, seconded by Craig, unanimously approved.
 - 2) Bookkeeping and payroll changes Motion to approve an annual contract for bookkeeping service with Rose Woodworth of O'Connor Tax Services made by Beth, seconded by Rose, unanimously approved. A motion for an additional contract with Rose to complete the 2019 AUD report made by Rose, seconded by Bill, unanimously approved.
 - 3) Policy updates and changes: Motion to approve changes and amendments to our Policy Handbook made by Craig, seconded by Sheila, unanimously approved. Motion to approve the updated materials selection, collection and development made by Sheila, seconded by Beth, unanimously approved. Motion to approve the Code of Ethics policy made by Jackie, seconded by Rose, unanimously approved.

V. Old Business

VI. President's Report

VII. Director's Report

VIII. Friends of the Library Report: Eileen Hall; membership letters have been sent out. The online donation piece of the website has been improved. Approaching \$3,000 in donations so far.

IX. Adjournment: Motion to adjourn the meeting at 8:23 pm made by Beth, seconded by Jackie, unanimously approved.

Next meeting: Wednesday, November 18, 7:00 p.m.