

8/5/2020

Board of Library Trustees
Gladys E. Kelly Public Library
Minutes

In attendance: Rena Klebart, Chair; Rich Franas, Vice Chair; Nancy LaFramboise; Treasurer, Mary Chabot, secretary; Sue Buehler, Martina Koziak, and Amanda Grenier, Director. Evelyn Pappas was not present.

6:07pm Meeting Called to Order

Pledge of Allegiance

6:08pm Approval of July 2, 2020 minutes

Rich moved to accept the minutes as presented, seconded by Tia; approved by voice vote.

6:09pm Director's report

Amanda presented her report, attached. She reviewed the re-opening that happened August 3rd. She said there had been many visitors, but no more than 10-15 at a time, mornings being the busiest times. She said that the patrons are required to wear masks and sign in. One patron refused left, but overall the patrons are happy to be back. Rena said that she really appreciated all of Amanda's hard work and efforts.

We all received electronic copies of the newsletter, designed by Leah. We all agreed that it provided great information, and loved the staff photos wearing masks.

Amanda said that the Dudley Library will not reopen soon, and she is handling pick-up and drop-off of materials on their behalf.

She said that an additional phone was needed for the front desk as they receive 20-25 messages a day, and it can take up to 2 hours to listen and return calls. We thought that was a great idea. Rich moved to approve the purchase, seconded by Mary; approved by voice vote.

Amanda presented the July Statistics. 3 new patrons with 786 books circulated. There were 361 media circulated. No programs were offered, with mp attendees. \$7,860 was saved by patrons on books, and \$8,164.39 on media. There were 0 hours of computer use, and 0 Study Room reservations.

Sue moved to accept the Director's Report, seconded by Rich; approved by voice vote.

6:25pm Trust fund update quarter ending 6/30/2020

We all received copies of Trust Fund accounts and balances. Nancy reported that there was a 1.63% return on investment for the quarter. The starting balance was \$500,492.08 as of 4/1, with an ending balance of \$448,134.51 on 6/30. Tia asked why the large drop. Rena clarified by telling us that there had been bills from 2008 that had never been cleared up with the

Town, so \$37,000 roughly was taken to clear the accounts. Amanda said there had been no expenses for the month because mail was not delivered. She placed a \$6000 encumbrance for new books from 2020.

6:53 Gift Fund Policy

We didn't specifically discuss this item.

6:56pm Recommendations Cash Fund Expenditure

We asked Amanda if she had a wish list. Some items included a laser printer for the Children's Room. This will be used by patrons and staff alike. The operating costs will mostly be paid for by the income from the fax and copiers.

There is a need for a new, additional phone for the check-in desk.

Amanda ordered, and received 3 new book carts at the cost of \$1800 and wants to pay for them with the building budget.

She also wants Microsoft Office Suite for the office and patrons. She will probably need to buy several copies as the license only allows a few users on each.

Another item is a projector, mobile screens and whiteboards for the conference rooms.

She will get quotes for our September meeting.

We asked her to come up with more suggestions.

Nancy moved to ^{approve}, seconded by Margaret; approved by voice vote.

7:07pm Phases of Governor Baker's re-opening plan

Amanda said we will be at this phase for a while.

7:08pm Adjournment

We agreed to hold another Zoom meeting on September 3, 2020. Rich moved to adjourn, seconded by Rich; approved by voice vote.

Respectfully submitted,
^{Nancy}



Mary L. Chabot
Secretary