

**Julia Butterfield Memorial Library
Monthly Board Meeting
Wednesday, August 19, 2020; 7:00 PM**

The August 19, 2020, meeting of the Board of the Julia L. Butterfield Memorial Library took place in a hybrid in person/remote via video conference format, in accordance with the State of New York's current social distancing mandates placed in effect in response to the global Covid-19 pandemic.

ROLL CALL

In attendance: Library director Gillian Thorpe. Board members Judy Meyer, Dennis Gagnon, Marjorie Gage (in attendance at Library), and Catherine Platt (remote via Zoom)

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on August 19, 2020, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the July 15, 2020 meeting of the Board

- Acceptance of July 2020 Warrants/Checks

- Acceptance of motion to approve the transfer of up to \$5,500 from the Library endowment to cover the expense of take-down and grinding of two compromised trees on the Library property (maple in front yard and walnut on southern perimeter) by Phillipstown Tree Service.

MONTHLY MEETING CALLED TO ORDER at 7:00 pm by Judy Meyer, President

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- **VOTE:** Dennis made a motion to accept minutes of July 15, 2020, meeting of the board as presented; Judy seconded. Motion passed unanimously.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Dennis made a motion to accept the July 2020 warrants/checks as presented; Judy seconded; motion accepted unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of July 30, 2020
- Dennis made a motion to approve the transfer of up to \$5,500 from the endowment to cover the expense of take-down and grinding of two compromised trees on the Library property (maple in front yard and walnut on southern perimeter) by Phillipstown Tree Service. Dennis seconded the motion. Motion passed unanimously.

DIRECTOR'S REPORT:

Director Gillian Thorpe reported on previous month's meetings, grant developments, statistical reports, and programming initiatives (see Calendar of Events, online), including:

- Increase in eBook and eMagazine circulation during pandemic months
- Increase in online resources offered through Putnam County Library Assn. to facilitate broader availability of educational materials and information at home
- Passport applications currently at standstill; no processing until further notice
- Books and other learning materials are ready for installation in the Children's Room; project punch list reviewed; open items to be followed up on before next meeting

COMMITTEE REPORTS:

Facilities Committee:

- Progress report on Jean Marzollo Children's Room renovation project: Project completed on schedule; punch list under review
- Updated Facility Plan under Board review
- Must select and order flooring materials for vestibule renovations
- Gillian reported that Item 4 is scheduled to be delivered/spread in library's rear parking lot within the next couple of weeks for routine regrading/maintenance

Policy Committee:

- Reviewed the following policies: Staff work from home policy; Pandemic response policy; continuing to follow NY State guidelines for reopening.

Friends Liaison:

- No meeting this month: The Friends seek active new members; those interested in supporting the library and its projects are encouraged to find more information at www.butterfieldlibrary.org

Adjournment: 7:50 pm

Dennis made a motion to adjourn; seconded by Catherine. The next meeting of the Board will take place on Wednesday, September 16, 2020

Recorded and respectfully submitted by:
Marjorie E. Gage, Secretary