

**Julia Butterfield Memorial Library Monthly
Board Meeting
Wednesday, February 20, 2020; 6:30 PM**

ROLL CALL

In attendance: Library director Gillian Thorpe. Board members Judy Meyer, Dennis Gagnon, Michael LaRocco, Marjorie Gage, Catherine Platt

RESOLUTIONS

On motions made and seconded during the Monthly Meeting of the Board of the Julia L. Butterfield Memorial Library held on January 22, 2020, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the January 22, 2020, meeting of the Board
- Acceptance of January 2020 Warrants/Checks

MONTHLY MEETING CALLED TO ORDER at 6:30 by Judy Meyer, President

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- **VOTE:** Dennis made a motion to accept minutes of January 22, 2020, meeting of the board as presented; Catherine seconded. Motion passed unanimously.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks:** Dennis made a motion to accept the January 2020 warrants/checks as presented; Catherine seconded; motion accepted unanimously.
- Reviewed January 2020 Deposit/Check Detail, Balance Sheet Standard as of January 31, 2020

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:

- Hard Hat Party fundraiser and Annual Appeal response
- Pledges for Jean Marzollo Children's Room Furniture Donations
- Plans for Spring fundraiser in honor of Jean Marzollo
- Passport application demand
- Additions to Library of Things: Metal detector, party tent, hand tools/drill set, costumes
- Annual filing of: Annual Report to NYState; Annual Report to Putnam County, Annual Report to Town of Phillipstown

COMMITTEE REPORTS:

Facilities Committee:

- Progress report on Jean Marzollo Children's Room renovation project: Progressing according to schedule: March 2020 completion anticipated; open
- Updated Facility Plan under Board review
- Must select and order flooring materials for vestibule renovations

Policy Committee:

- No new business

Friends Liaison:

- The Friends seek active new members for 2020; those interested in supporting the library and its projects are encouraged to find more information at www.butterfieldlibrary.org

Adjourn to Executive Session: Recommendations for Personnel Issues: 7:18 pm

No votes taken. Motion to exit executive session approved unanimously.

Recall regular meeting into session: 7:21 pm

Adjournment: 7:27pm

Dennis made a motion to adjourn; seconded by Catherine. Meeting unanimously adjourned at 9:25 pm. The next meeting of the Board is scheduled to take place on March 2020.

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