

**Julia Butterfield Memorial
Library Monthly Board Meeting
Wednesday, March 10, 2021**

The March 10, 2021, meeting of the Board of the Julia L. Butterfield Memorial Library took place remotely 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: Gillian Thorpe (Director). Board members Judy Meyer, Dennis Gagnon, Catherine Platt, Bob Dwyer, Marjorie E. Gage

RESOLUTIONS

On motions made and seconded during the meeting of the Board of the Julia L. Butterfield Memorial Library held on March 10, 2021, the following resolutions were unanimously adopted or adopted by the majority of the Trustees:

- Acceptance of Minutes of the February 17, 2021, meeting of the Board
- Acceptance of February Warrants/Checks
- Whereas Gillian Murphy submitted her Resignation from the position of Library Director February 23, 2021, effective March 31, 2021, the Board has:
 - Accepted Gillian Murphy's resignation from the position of Director of the Butterfield Library with thanks for her work on behalf of the Library and best wishes for the future;
 - Accepted motion to name staff member Johanna Reinhardt Interim Director;
 - Opened search for new Director
- Acceptance of updated Pandemic Policy

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

ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

- Judy made a motion to accept the minutes of the February 17, 2021, meeting of the Board; Dennis seconded. Minutes accepted unanimously.

NEW BUSINESS:

- After 24 years of employment with the Julia L. Butterfield Memorial Library, current Library Director Gillian Murphy has accepted a new position as Director of the Elting Memorial Library in New Paltz, New York. In a letter to the Board, dated February 23, 2021, Gillian stated that her last day of employment at Butterfield Library would be March 31, 2021. The Board unanimously accepted Gillian's resignation with thanks for her long-time service to the Library and offered their best wishes for the future.
- After discussion, Marjorie Gage made a motion to nominate current staff member Johanna Reinhardt to the position of Interim Director. Judy Meyer seconded the nomination. Johanna will work closely with Gillian in the coming weeks as the Board launches a formal Director Search, to ensure a smooth transition for the Library staff and patrons.
- The Library Board expressed gratitude to both Johanna for her continued service to the Library and offered their support as she transitions to the new role in the coming weeks.

FINANCIAL REVIEW:

- **VOTE: Acceptance of Warrants/Checks (*attached*):** Catherine made a motion to accept the February warrants/checks as presented; Bob seconded motion. Motion approved unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of February 28, 2021.
- Gillian stated that she has again followed up with State Assemblywoman Sandy Galef on DASNY grant funding (no response to date): Phase 2 or previous grant must be closed out by June 30, 2021.
- New York State Library funding will be cut in 2022, according to most recent State

Budget proposals.

DIRECTOR'S REPORT (attached):

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

- After a pandemic pause, Staff re-training for Passport application acceptance at the Butterfield Library has begun. Passport applications will begin to be accepted in April, by appointment.
- The Library's collections—physical materials as well as digital downloads—have received heavy use during the pandemic, demonstrating the Library's service to the community during difficult times.
- Appointments are now being made for ½ hour in-person visits to the Library by patrons, in an easing of Pandemic restrictions; curbside and home delivery by request remain available.

COMMITTEE REPORTS:

Facilities Committee:

- Punch List items for the Jean Marzollo Children's Room still await completion. As noted in September 2020, the Board has made final Phase 2 renovation payment to general contractor Monteleone Contracting, keeping 10% of remaining total in reserve pending final review of punch list.
- The Library continues to monitor Covid cases to determine opening hours; present plans are to make the Library open to a maximum of 8-10 patrons at a time for 30 minutes years, by appointment. Patron are required to follow Pandemic Policy.
- A deep cleaning has been scheduled for Spring
- Visit from American to assess HVAC issues
- Library's security camera network is being replaced after failure
- A 4th circulation desk will receive a new receipt printer
- Setting up spring appointment with Jerry Allen, of Philipstown Tree Service, to remove/grind maple tree stump from Library's front yard.

Policy Committee:

- Marjorie made a motion to accept updated **Pandemic Policy**, dated February 16, 2021; Bob seconded. Motion accepted unanimously.
- Dennis introduced motion to accept updates to **Virtual Program and Meeting Room Policy**; Bob seconded. Motion passed unanimously.

Adjournment

Dennis made a motion to adjourn; Bob seconded. Motion passed unanimously. Meeting adjourned at 8:45 pm.

The next regular meeting of the Board is scheduled for 6:30, Wednesday, April 21, 2021.

Recorded and respectfully submitted by:

Marjorie E. Gage