## Julia Butterfield Memorial Library Monthly Board Meeting

**Wednesday, September 16, 2020; 6:30 PM**

## The September 16, 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, Catherine Platt, Marjorie Gage, and Mike LaRocco (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 September 16, 2020, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

* Acceptance of Minutes of the August 19, 2020, meeting of the Board
* Acceptance of August 2020 Warrants/Checks

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

# ACCEPTANCE OF MINUTES OF PREVIOUS MEETING OF THE BOARD:

* + **VOTE:** Dennis made a motion to accept minutes of August 19, 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 August

2020 warrants/checks as presented; Catherine seconded; motion accepted unanimously.

* Reviewed Deposit/Check Detail, Balance Sheet Standard as of August 31, 2020
* Dennis made a motion to approve final payment of Jean Marzollo Children’s Room renovation fees to general contractor Monteleone Contracting, keeping 10% of remaining total in reserve pending final review of punch list. See Facilities committee. Marjorie seconded the motion. Vote was postponed until after a physical inspection and meeting with contractor.

# 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 remain paused; no processing until further notice
* October food drive planned for The Great Giveback, with all proceeds to benefit the Philipstown Food Pantry

**COMMITTEE REPORTS:**

**Facilities Committee:**

* + Progress report on Jean Marzollo Children's Room renovation project: Project completed on schedule; review of final general contracting bill in the amount of $39, 840.05; meeting scheduled with contractor to review final items on punch list Michael Monteleone
  + 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:

* Holiday Calendar Raffle: Collecting prizes; winners to be announced in November
* 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](http://www.butterfieldlibrary.org/); meeting scheduled for October 7th

**Adjournment: 7:24 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