

**Julia Butterfield Memorial Library
Monthly Board Meeting
Wednesday, May 13, 2020; 7:00 PM**

The May 13, 2020, meeting of the Board of the Julia L. Butterfield Memorial Library took place remotely via video conference, 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, Catherine Platt

RESOLUTIONS

On motions made and seconded during the regular meeting of the Board of the Julia L. Butterfield Memorial Library held on May 13, 2020, the following resolutions were unanimously adopted or adopted by a majority of the Trustees:

- Acceptance of Minutes of the February 2020 meeting of the Board
- Acceptance of February 2020 Warrants/Checks

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 February 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 February 2020 warrants/checks as presented; Judy seconded; motion accepted unanimously.
- Reviewed Deposit/Check Detail, Balance Sheet Standard as of February 28, 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:

- Online programming to provide service to our patrons during the weeks/months the library must remain closed
- Plans in the works for materials delivery and curbside pickup
- Plans for future fundraisers/community events being considered: Appraisers Day, Children's Room unveiling, "drive-in movie"
- A Haldane student/Eagle Scout requested permission to build a garden in the rear of the library property next to the existing shed; permission was granted.
- 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 to reviewed ASAP

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
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Policy Committee:

- Reviewed the following policies: Staff work from home policy; Pandemic response policy; at this time following 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 be announced.

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