

AGENDA & MEETING MINUTES

Meeting Date:	October 13, 2020	Time of Meeting:	7:00PM
Prepared By:	Pauline M. Kurtz	Location:	Library Community Room
Purpose/ Outcome:	Monthly Board Meeting		

“Where minds can set sail”

1. Attendance

Role	Name	Minutes	Present (☑)
Trustee	Jim Madden		☑
Financial Chair	Marge Clark		
Vice President	Bob Kane		☑
Vice Financial Chair	Pauline Kurtz	☑	☑
Director	Melissa Langridge		☑
President	Diane Muscoreil		☑
Trustee	Kathy Neville		☑
Secretary	Kate Peck		
	Guests		
	Ron Zito		

2. Meeting Agenda

#	Topic	Motioned	Carried
1	Meeting call to order 7:02 PM		
2	Motion to approve minutes from September meeting	Kathy – Motioned Jim – 2 nd	Carried
3	\$250 donation received from Katie & Tim Hurley		
4	Motion to pay bills as presented	Kathy – Motioned Jim – 2 nd	Carried
5	Tax issue discussed – concern expressed that the letter sent by Meyers Accounting will not be sufficient. Awaiting response from the IRS. Will a tax attorney be needed?		



6	Construction Update – Drywall is done, trim is expected to arrive soon and lighting ordered has arrived.		
7	Ron Zito presented memorial to his late wife who was our beloved storytime presenter Margee Zito. Donations received in her honor to cover make over of Story Time area to include a stage and other updates. To be named “Margee’s Little Reader’s Room”		
8	Inquiries regarding meeting space will be reviewed on a case by case bases. Overall community space for meetings will not be available until pandemic guidelines are eased. Required spacing for groups is not currently sufficient with ongoing construction. Additionally, questionnaires and temperature checks as well as required cleaning protocols for used area would be burdensome to library staff.		
9	Home school group of 20 for tour and how to use the library declined. Offered to do 4 to 5 children with an adult at a time instead.		
10	AARP tax preparation session approved as the group of preparers is small (3) and community members seeking their services will drop off paperwork only and pick up when completed.		
11	Part-time employee hired		
12	Meeting adjourned @ 7:45PM	Kathy – Motioned Jim – 2nd	Carried
3. Key Meeting Decisions & Notes			

1. Open Action Items		
Action	Assigned to	Due Date
• Donation Policy	All	
• Bank signature cards		
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2. Topics for Next Meeting			
#	Agenda Topic	Facilitator	Time
1	Review minutes		
2	Director’s Report		
3	Treasurer’s Report		



2. Topics for Next Meeting

#	Agenda Topic	Facilitator	Time
4	Donation Policy to be reviewed		
5	Construction Update		
6	Update to bank signature cards		

3. Core Distribution List for Agenda/Minutes

To:

- M. Brauer
- M. Clark
- B. Kane
- P. Kurtz
- M. Langridge
- J. Madden
- D. Muscoreil
- K. Neville
- K. Peck

