

# Village Library Board of Trustees

## Meeting Minutes

August 24, 2020

### **Opening**

The regular (virtual) meeting of the Village Library Board of Trustees was called to order at 6:00 P.M. on August 24, 2020 by Lisa.

### **Present**

Lisa Betz, Maria Long, Elizabeth Licitra, Lauren Nappi, Knicki Knickerbocker, Shannon Welch, Dave Cunningham

### **Approval of Minutes**

The minutes of the July meeting were approved.

### **Correspondence**

- None

### **Treasurer's Report**

- Accepted as is.

### **Director's Report**

- social media counts going up
- e books circulation over 500
- Study came out and books must be quarantined for 5 days.

### **Old Business**

- Auditing paperwork has been completed and submitted. Should be wrapped up by September 30.
- Looking into a bookkeeper as per the auditor's recommendation.
- Plan and suggestions will be presented by the woman who has been cleaning up the flower beds.
- Grab and go booksale alternative open to brainstorm ideas. Looking into other libraries to see how they have handled booksale fundraising during the pandemic.
- Dropping Windstream for cell phone(s). Texting a librarian would be a valuable resource. Customer service with windstream takes a lot of time.

### **New Business**

- The Board discussed the feasibility of hiring a bookkeeper. There appears to be room in the budget to hire a bookkeeper. Going through a temp agency would be the initial choice.
- David Cunningham motioned that the board authorize Maria to hire a bookkeeper. The motion was approved by unanimous consent.
- The Board discussed updating the personal policy to reflect current realities of virtual work. Board authorized the updated policy.
- Elizabeth Licitra motioned that the board accept the revisions to the personnel policy. The motion was approved by unanimous consent.
- The Board discussed revising the bylaws to reflect the new BCPL Uniform Requirements and Responsibilities, formerly referred to as Envisioning Excellence. The Board also discussed a bylaw revision to require all potential board members to attend a minimum of one meeting before being eligible.
- David Cunningham motioned that the board accept the revisions to the bylaws. The motion was approved by unanimous consent.
- Orientation for new board members and conflict of interest were referenced.
- Strategic planning committee is needed according to systems.
- Elizabeth Licitra announced her intention to resign from the board after this meeting.
- The board went into executive session to vote on new board members.
- In the executive session Lisa motioned that Lauren be voted the secretary in place of Elizabeth. The motion was approved by unanimous consent.
- In the executive session the board considered accepting Knicki Knickerbocker and Shannon Welch as trustees. David Cunningham motioned that the board accept the proposed trustees. The motion was approved by unanimous consent.

### **Adjournment**

Meeting was adjourned by Lisa. The next meeting will be at 6:00 P.M. on September 28, 2020.

Minutes submitted by: Elizabeth Licitra