

Ellenville Public Library & Museum

September 21, 2020 Board Meeting Minutes

Members Present: Trustees Donald Odom Jr., Kate Walsh-Eckert, Pam Buchwalter, Michelle Mainolfi, Erin Levine, acting director Susan Mangan, attorney Dawn Conklin

- I. Call to order 6:00 pm (DO)
- II. Pledge of Allegiance
- III. Minutes
 - a. **MOTION:** accept August's meeting minutes (PB/MM/unanimous)
- IV. Financial Reports
 - A. Treasurer's report-
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - B. Bills to be paid- bills need to be paid in a more timely manner.
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
 - C. Budget analysis
 - a. **MOTION:** accepted (KW-E/EL/unanimous)
- IV. Petitioners
 - a. None
- V. Correspondence
 - a. The NAACP sponsored a census event in Liberty Square. The library donated books towards the raffle. We received a letter of thanks from the NAACP.
- VI. Committee Reports
 - a. Building & Grounds
 - a. We are going to do a walk-through at 5:00 meeting with the BOT.
 - b. Personnel Committee
 - a. A group zoom meeting will be scheduled
 - c. Museum Committee
 - a. None
 - d. Planning Committee
 - a. Nothing to report
- VIII. Old Business
 - a. Nothing to report
- IX. New Business
 - a. A voucher was received
 - b. Should we add more to the unemployment CDs?
 - c. We were not charging for printing and faxing and will continue to hold off during the pandemic

- d. There is one family who needs to use the wifi at the library for school, but they have not yet been in
- e. The bookkeeper needs a QuickBook update and may require a new computer
 - i. MOTION: to allocate \$1,500 towards a new computer (MM/KW-E/unanimous)

- X. Reports were emailed to the board and will be attached
 - a. Director's Report
 - b. Children's Librarian's report
 - c. Museum Clerk

- XI. Records Retention Resolution
 - a. Tabled until next meeting

- XII. Reopening Hours
 - a. We need to extend our hours to accommodate working patrons
MOTION: to authorize the acting director the capacity to change the library hours to remain open until 7pm, and open on Saturdays as needed and necessary (EL/MM/unanimous)

- XIII. Meeting adjourned at 6:53 (PB/EL/unanimous)

THE NEXT BOARD MEETING WILL BE MONDAY October 19, 2020.