Ellington Farman Library Board Meeting Minutes

For March 28, 2022

Present: B. Rickard, M. Schreiner, D. Young, B. Speas, M.J. Griffith,

A. Hitchcock, D. Storey, J. Whittaker

Excused: C. Wragge

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| **Agenda** | **Discussion/Decision** | **Status** |
| Call to Order | Called to order by B. Rickard at 7:05 pm. |  |
| Guests | None. |  |
| Secretary’s Report | Minutes previously distributed by email. Motion to approve report as submitted: B. Speas, 2nd: A. Hitchcock. | Approved. |
| Treasurer’s Report | Previously distributed by email. Reviewed in detail. Folder of bills received and paid and most recent bank statements available for Trustee review. Motion by M. Schreiner to approve report as submitted; 2nd: A. Hitchcock. | Approved. |
| Library Director’s  Report | Previously distributed by email. Good attendance (24) for the Mary Jemison Living History program.  Motion by M.J. Griffith to approve report as submitted.  2nd: B. Speas. | Approved. |
| Budget & Finance | Micky Johnson has completed review of financial records for 2021.  IRS Form 990 to be completed by May 15.  Motion by B. Speas to close our Community Bank Savings Account and place those funds in our Lakeshore Savings Account; 2nd: M. Schreiner. This action will result in small increase in amount of interest received. B. Speas and M.J. Griffith to follow-up. | Approved. |
| Building | New Sump Pump and check valve have been installed.  Security System Follow-up: Systems still under review.  Flooring Follow-up: Specific recommendations to be determined following more review.  Porch Follow-up: No action this month.  Generator Follow-up: Advantages of automatic generator being considered. May qualify for American Rescue Act funds. B. Rickard to follow-up with Town Clerk on how to apply for funds. |  |
| By-laws | No action required this month. |  |
| Fundraising | Annual Fund Drive Letter: Waiting for mailing labels.  B. Rickard will follow-up with Town Clerk.  Beef on Weck Dinner – April 23: Sign up for donations and work schedule completed. Phone call list distributed.  Plant Sale – June 4: Trustees encouraged to bring in plants to be sold. |  |
| Library Grants | J. Whittaker has signed us up for national online fundraising portal. When accepted we can apply to national companies for fund raising purposes. |  |
| Nominating | Board Vacancies Progress Report: No action this month. Three Trustee vacancies remain. |  |
| Ad Hoc Personnel | No issues to report. |  |
| Sustainable Revenue | No action this month. |  |
| Old Business | Internet Upgrade: Waiting to hear more from CCLS.  J. Whittaker has been following-up with Mike Jones.. |  |
| New Business | Big Give Fundraiser: Discussed using this year for Endowment Fund campaign. J. Whittaker volunteered to follow-up. |  |
| Adjournment | Motion to adjourn: A. Hitchcock; 2nd: B. Speas. Adjourned at 7:48 pm. |  |

Respectfully submitted,

Delores E. Young, Secretary