Ellington Farman Library Board Meeting Minutes

For August 29, 2022

Present: B. Rickard, B. Speas, D. Young, S. Cala, D. Storey, C. Wragge,

J. Whittaker

Excused: M.J. Griffith, A. Hitchcock

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| **Agenda**  | **Discussion/Decision**  | **Status** |
| Call to Order | Called to order by B. Rickard at 7:04 pm. |  |
| Guests | None. CCLS Executive Director, Jan Dekoff cancelled her planned attendance. Will reschedule for future meeting. |  |
| Secretary’s Report | Minutes previously distributed by email. Motion to approve report as submitted: C. Wragge; 2nd: B. Speas. | Approved. |
| Treasurer’s Report | Previously distributed by email. Reviewed in detail. Several additions made to Endowment Fund. Motion by S. Cala to approve report as submitted; 2nd: D. Storey.  | Approved. |
| Library Director’sReport | Previously distributed by email. Senior Life Program was fully attended and well received. Speaker will return in Sept. for a program on Medicare. Computer equipment for visually impaired and for Tele Health visits to be installed soon. Some book orders held up due to Baker & Taylor’s server being hacked. Potluck Breakfast was successful with 23 attendees, multiple food donations, and $163 in monetary donations. Motion by B. Speas to approve report as updated. 2nd: C. Wragge. | Approved. |
| Budget & Finance | No action to report this month. |  |
| Building | Library Water Follow-up: Repairs done by Jones Well. Final treatment completed and filter installed on kitchen sink. Generator Follow-up: Still waiting for estimate from Ahlstrom-Schaffer Electric. First estimate completed by Moonlight Electric.Library Flooring: All downstairs rooms to be done. C. Wragge will follow-up on next steps.  |  |
| By-laws | No action required this month. |  |
| FundraisingFundraising (continued) | Town Picnic: Pie Booth Report: Profit of $333.41. Lower this year due to increased expenses and 20% to Town Picnic Com. Sip & Paint – Aug 13: Participants = 14. Profit data pending.Chicken BBQ – September 24: Health Department prohibits any home made cookies, allows only commercial cookies.Donations Sheet and Work Schedule for BBQ completed. C. Wragge will email list of phone numbers for Trustees to obtain pre-orders. Shopping Day- October 8: Planning in progress. Final arrangements to be completed next meeting.Can Drive on for Sep 10, 8am – 1pm. Trustees to help at library if available. |  |
| Library Grants | No new action to report this month. |  |
| Nominating | Board Vacancies Progress Report: Still seeking potential Trustees for three remaining vacancies. |  |
| Ad Hoc Personnel | No issues to report.  |  |
| Sustainable Revenue | No action to report this month. |  |
| Old Business | Strategic Plan: D. Young distributed updated copies of all completions and time extensions made at last Board Meeting. |  |
| New Business | Library Security: Recent attack on Mayville Library Director. J. Whittaker and S. Sischo have reviewed related policies and procedures. Consensus to install a bell on front door to alert staff when door is opened. C. Wragge volunteered to follow-up. |  |
| Adjournment | Motion to adjourn: B. Speas; 2nd: C. Wragge. Adjourned at 8;17 pm. | Approved. |

Respectfully submitted,

Delores E. Young, Secretary