

Ellington Farman Library Board Meeting Minutes For January 31, 2022

Present: B. Rickard, M. Schreiner, B. Speas, D. Young, M.J. Griffith, A. Hitchcock, D. Storey, C. Wragge, J. Whittaker

Agenda	Discussion/Decision	Status
Call to Order	Called to order by B. Rickard at 7:04 pm.	
Guests	None.	
Secretary's Report	Minutes previously distributed by email. Motion to approve as submitted: M. Schreiner, 2 nd : B. Speas.	Approved.
Treasurer's Report	Previously distributed by email. Reviewed in detail. Webinar attended re financial portion of Annual Report. December and January folders of bills received and paid and most recent bank statements available for Trustee review. Motion by C. Wragge to approve report as submitted; 2 nd : A. Hitchcock.	Approved.
Library Director's Report	Previously distributed by email. Attended and reported on Zoom NORCAN Training. NYS Trustee educational requirements of 2 hours annually to begin Jan. 2023. Internet Speed: Information on proposed changes previously distributed by email. Report on questions raised. Following lengthy discussion of advantages and concerns, B. Rickard moved to accept CCLS internet upgrade; 2 nd : C. Wragge. Motion by C. Wragge to approve Director's report as submitted; 2 nd : B. Speas.	Approved with 6 in favor and 2 opposed. Approved.
Budget & Finance	Quarterly Report to Town of Ellington to be completed.	
Building	Furnace Update: New furnace has been installed as determined at last meeting and is working well. Security System Follow-up: Building Committee still plans to meet to review information on available systems and make recommendations. C. Wragge will follow-up. Fire Extinguishers Report: Written report distributed. Allen Fire Equipment Sales & Service replaced 2 extinguishers under recall for free. Motion by C. Wragge; 2 nd : M.J. Griffith to purchase one additional extinguisher (est. \$50) and 4 location signs (est. \$10) from Allen Fire Equipment. C. Wragge will follow-up. Upstairs Work: New shelves needed. Stairs to be painted.	Approved.

By-laws	No action required this month.	
Fundraising	Proposed Schedule for 2022: Summary of 2021 fundraising events distributed and reviewed. Committee will meet to plan for this year. Trustees encouraged to forward ideas to committee for consideration.	
Library Grants	Final Report being prepared for CRCF Grant for Birthday Book Bash.	
Nominating	Board Vacancies Progress Report: No action this month.	
Ad Hoc Personnel	No issues to report.	
Sustainable Revenue	No action this month.	
Old Business	None for this month.	
New Business	<p>Elections for Expiring Trustee Terms (M.J. Griffith and C. Wragge): A. Hitchcock nominated both candidates for a five-year term; 2nd: D. Storey.</p> <p>Elections for President and Secretary: Both current President & Secretary are eligible for one more term of two years. Open to other candidates. None interested at this time. Motion by M.J. Griffith to re-elect B. Rickard as President and D. Young as Secretary; 2nd: M. Schreiner.</p> <p>Conflict of Interest - Annual Statements: Distributed and signed by all Trustees, Library Director, and Library Clerk (who was still present in building).</p> <p>Annual Establishment of Meeting Dates and Times: Motion by A. Hitchcock to continue meeting the last Monday of each month except May (meeting will be held one week earlier due to Holiday) and no meeting in December. Meetings are to start at 7 pm and not to exceed two hours. 2nd: B. Speas.</p> <p>Annual Approval of Banks for 2022: Motion by M.J. Griffith; 2nd: D. Young to continue with Community Bank and Lake Shore Savings.</p> <p>Annual Approval for Prepayment of Recurring Monthly Bills: Motion by A. Hitchcock to approve payment of all recurring monthly bills (e.g., payroll, utilities) and payment for which late payment fees might apply if not paid prior to the next Board meeting; 2nd: C. Wragge.</p>	<p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p>

	<p>Committee Members and Chairs for 2022: Draft distributed and discussed. No proposed changes. Motion by M. Schreiner; 2nd; B. Speas to approve committees as assigned for 2022.</p> <p>Ad Hoc Committee needed to start planning for library's centennial celebration in 2025. Volunteers to serve on committee this year: C. Wragge, B. Speas, and D. Storey. Group will self-select Chair and notify Secretary for inclusion in official list of Committees for 2022.</p>	Approved.
Adjournment	<p>Motion to adjourn by B. Speas; 2nd: C. Wragge.</p> <p>Adjourned at 8:07 pm.</p>	Approved.

Respectfully submitted,
Delores E. Young, Secretary