

Ellington Farman Library Board Meeting Minutes

For January 30, 2023

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

Agenda	Discussion/Decision	Status
Call to Order	Called to order by B. Rickard at 7:08 pm.	
Guests	None.	
Secretary's Report	Minutes previously distributed by email. Motion to approve as submitted: A. Hitchcock, 2 nd : D. Storey.	Approved.
Treasurer's Report	Previously distributed by email. Reviewed in detail. December and January folders of bills received and paid and most recent bank statements available for Trustee review. Motion by C. Wragge that Treasurer is allowed to transfer funds to or from saving and checking accounts as needed to pay monthly bills. 2 nd : S. Cala. Motion by C. Wragge to approve report as submitted; 2 nd : B. Speas.	Approved. Approved.
Library Director's Report	Previously distributed by email. No additions or revisions. Motion by A. Hitchcock to approve Director's report as submitted; 2 nd : D. Storey.	Approved.
Budget & Finance	Budget for 2023 previously distributed by email and discussed at previous meetings. Motion by B. Speas to approve budget as submitted; 2 nd : A. Hitchcock.	Approved.
Building	Furnace service completed as previously scheduled. Committee to meet to consider unfinished plans for building improvements.	
By-laws	No action required this month.	
Fundraising	Committee will meet to plan for this year. Trustees encouraged to forward ideas to committee for consideration.	
Library Grants	J. Whittaker preparing FRCF grant for programs. Grant proposal for generator due March 1.	
Nominating	Board Vacancies Progress Report: No action this month. Three Trustee vacancies still need to be filled.	
Ad Hoc Personnel	No issues to report.	
Sustainable Revenue	No action this month. Committee plans to meet soon.	

Old Business	None for this month.	
New Business	<p>Elections for Expiring Trustee Term (B. Rickard): C. Wragge nominated B. Rickard for another five-year term; 2nd: M.J. Griffith.</p> <p>Elections for Vice- President and Treasurer: Both current Vice-President & Treasurer are eligible for one more term of two years. A. Hitchcock is willing to serve another term. B. Speas has previously declined serving another term at this time. Motion by B. Rickard to re-elect A. Hitchcock as Vice-President; 2nd: M.J. Griffith.</p> <p>Motion by C. Wragge to elect M.J. Griffith to a two-year term as Treasurer; 2nd: D. Storey.</p> <p>Conflict of Interest - Annual Statements: Distributed and signed by all Trustees and Library Director. Library Clerk's statement to be obtained by J. Whittaker.</p> <p>Annual Establishment of Meeting Dates and Times: Motion by M.J. Griffith 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: S. Cala.</p> <p>Annual Approval of Banks for 2023: Motion by M.J. Griffith; 2nd: B. Speas to continue with Community Bank and Lake Shore Savings.</p> <p>Annual Approval for Prepayment of Recurring Monthly Bills: Motion by B. Rickard 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: D. Storey.</p> <p>Committee Members and Chairs for 2023: Draft distributed and discussed. No proposed changes. Motion by B. Rickard; 2nd: B. Speas to approve committees as assigned for 2023.</p>	<p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p>
Adjournment	Adjourned by consensus at 7:50 pm.	

Respectfully submitted,
Delores E. Young, Secretary