

Ellington Farman Library Board Meeting Minutes

For January 29, 2024

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

Excused: C. Wragge

Agenda	Discussion/Decision	Status
Call to Order	Called to order by B. Speas at 7:05 pm.	
Guests	None.	
Secretary's Report	Minutes previously distributed by email. Motion to approve as submitted: D. Csorba, 2 nd : B. Speas.	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 S. Cala to approve report as submitted; 2 nd : D. Storey.	Approved.
Library Director's Report	Previously distributed by email. Good community feedback on use of generator during recent local power outage. Adult size hats to be collected for use by Ellington Fire Dept. Several patrons have volunteered to donate knitted caps. Motion by D. Young to approve Director's report as submitted; 2 nd : D. Csorba.	Approved.
Budget & Finance	Preparing information for M. Johnson to perform annual review	
Building	Nonfunctioning thermostat has been replaced. Csorba family doing a good job at keeping snow shoveled in front of library.	
By-laws	No action required this month.	
Fundraising	Follow-up on Basket Raffle Proposal: M.J. Griffith met with Town Picnic Committee. Breakfast scheduled for Saturday, April 20. Consensus that all Trustees will donate a basket or gift certificate to raffle. B. Speas and D. Csorba volunteered to help at ticket booth; S. Cala for kitchen. Finalize plans at next meeting.	
Library Grants	J. Whittaker working on grant for programs.	
Nominating	Board Vacancies Progress Report: No action this month. Three Trustee vacancies still need to be filled. Plan to have poster at Town Picnic Breakfast.	

Ad Hoc Personnel	<p>No issues to report.</p> <p>Follow-up on Status: Following discussion of Ad Hoc VS Standing Committees and potential future needs, consensus to establish as a standing committee. A. Hitchcock agreed to Chair. Board agreed that President should also be a member of this committee. Committee will prepare a statement of functions and the By-laws Committee will add it to the Library By-laws.</p>	
Ad Hoc Sustainable Revenue	<p>Following instructions for the 414 vote. Initial steps reviewed and actions required by Board members discussed.</p>	
Ad Hoc Centennial Celebration	<p>No action to report.</p>	
Old Business	<p>Strategic Plan: Five-year plan ended with several goals not completed. These goals need evaluation, along with possible new needs. B. Speas volunteered to Chair new Strategic Planning committee. S. Cala and D. Csorba volunteered to join the committee.</p>	
New Business	<p>Elections for Expiring Trustee Term (D. Young): M.J. Griffith nominated D. Young for another five-year term; 2nd: D. Storey.</p> <p>Elections for President and Secretary: President is eligible for one more term of two years and is willing to serve.</p> <p>Motion by M.J. Griffith to re-elect B. Speas as President; 2nd: A. Hitchcock.</p> <p>Secretary has completed two terms and is not eligible.</p> <p>Motion by A. Hitchcock to elect D. Csorba to a two-year term as Secretary; 2nd: D. Storey.</p> <p>Conflict of Interest - Annual Statements: Distributed and signed by all Trustees present and Library Director. Library Clerk's statement to be obtained by J. Whittaker.</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: M.J. Griffith.</p> <p>Annual Approval of Banks for 2024: Motion by A. Hitchcock; 2nd: M.J. Griffith to continue with Community Bank and Lake Shore Savings.</p>	<p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</p> <p>Approved.</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: M.J. Griffith.</p> <p>Committee Members and Chairs for 2024: Draft distributed and discussed. No proposed changes. Motion by A. Hitchcock; 2nd: D. Csorba to approve committees as assigned for 2024.</p>	<p>Approved.</p> <p>Approved.</p>
Adjournment	Motion to adjourn by A. Hitchcock; 2 nd : D. Storey. Adjourned at 8:25 pm.	Approved.

Respectfully submitted,
Delores E. Young, Secretary