

Lodi Whittier Library Board of Trustees

December 15, 2020 Meeting Minutes DRAFT

Call to order 6:35

The Lodi Library Board of Trustees monthly meeting was held on December 15, 2020 via the Zoom web conferencing platform.

Attendees

Members in attendance: Beth Bevars, Library Director; John Henderson, Karel Titus, Lorraine McCue, M.C. French, Nora Snyder, Children and Youth Services, Micci Bogard, Jack Burrows, Diana Lyttle, Karen Shepherd, Susie Van Riper.

Approval of Agenda

Moved to approve agenda: Micci

Seconded by: Lorraine

Motion carried? Unanimously

Approval of Minutes

Moved to approve minutes: Lorraine

Seconded by: Karel

Motion carried? Unanimously

Statements of conflict of interest

None stated

Treasurer's Report

Micci presented the financial statement, which had no surprises this month. Approximately \$23,500 from New York State has been deposited into the building fund at the bank. She also presented the Expenses by Category and Budget Forecast reports. Things are running smoothly in the financial area for the library. The projected balance as of 12/31/2020 is approximately \$6500.

Motion to pay the month's bills and approve all expenses as presented to be paid: M.C.

Seconded: Jack

Motion carried? Unanimously

Director's Report

Total circulation from October dropped off from October. There were no real surprises in the usage statistics, given weather and seasonal fluctuations.

The library will be closed 12/24, 12/25, 12/31, and 1/1, and will be open the Saturday following each of those closures.

Programming Report

The STEAMPunks theme for December is snow! As of 12/9, there are 13 families and 6 kids signed up, and another 12 kids have signed up since then – these are very popular and in demand! One family has even incorporated the STEAMPunks content into their home school curriculum.

The library collected and donated paper products to the Lodi Pantry this month. Nora is working with Mark Benjamin at Seneca Meadows to distribute bicycles – 11 kids will get a new bike through this program!

NaNoWriMo participants wanted to keep going, so the weekly Zoom meet-ups are continuing this month. Caroline Peterson is presenting several Mindfulness-based programs through December and January.

Old business

Karel will get a stamped plan from the engineer about the shed and will then be able to apply for the building permit. There will be expenses for leveling, the pad, and some gravel, but there should be enough grant money to cover them.

Micci has contacted Karel, John, and Karel on behalf of the nominating committee to ask if they would continue on the board in their current roles and all have agreed to do so. She and Jack have offered to contact several people who Beth has suggested to fill the open trustee slot.

Micci presented a Patron Code of Conduct for the board's approval.

Moved to approve Patron Code of Conduct: Jack

Seconded: Diana

Motion carried? Unanimously

New business

We must officially include in the board minutes a motion that we have voted to override the property tax cap.

Moved to override the tax cap: Karel

Seconded: Jack

Motion carried? Unanimously

Beth went over our COVID Staff and Action Plan. She is actively monitoring state and county sources, as well as FLS, for changes to state micro-cluster zones and official health guidance. The board thanks her for her hard work and vigilance in ensuring our library community's safety!

Moved to approve the COVID 19 Cluster Zones Staff and Action Plan: Jack

Seconded: Diana

Motion carried? Unanimously

Micci, Lorraine, and John will be the permanent members of the board's policy committee, which will take the lead on ensuring that the library has the most important official policies and that we create

other policies as feasible. Board members can join the committee on an ad hoc basis to work on policies of interest to them.

Letterhead for a fundraising letter is still in the works and should be ready early in the new year. Beth will start to draw up a letter and a list, and we'll aim to get the letter out early in the new year.

The next meeting will be on Tuesday, January 26, at 6:30pm.

The annual meeting will be on Tuesday, January 26, at 7:00pm

Motion to adjourn: M.C.

Seconded: Karel

Motion carried? Unanimously

Adjourned at 7:31pm.

Karen Shepherd

Karen Shepherd, Secretary

Date of approval