

## Minutes

Bristol Library Board of Trustees Meeting, December 15, 2020

Via Go To Meeting <https://global.gotomeeting.com/join201985957>

**Call to Order:** President Liz Smith called the meeting to order at 7:08 pm.

**Roll Call:** Present: Liz Smith, President; Ann Rogers Lane, Vice President; Mary Jane Stoltz, Financial Officer; Mimi Litsche, Lynn Cronise, Nick Cohen, Sally Healy Frank, Trustees; Jessica Masci, Interim Library Manager. Absent: None.

Guests: Kimberlee Petrino; Rebecca Keough; Anne Ruffin

**Public Comment:** None

**Secretary's Report:** Mary Jane Stoltz made the November 19, 2020 minutes available for review via e-mail. It was noted the past minutes were still not available on the web site, and Liz Smith will take care of this with the help of Denise Vanderoef in the coming week. It is noted going forward, Susan Shueckler will be providing this assistance to the board. Motion to accept report, Ann Rogers Lane. Seconded by Lynn Cronise. Carried unanimously.

**Finance Report:** Mary Jane distributed the November 2020 reports by email. She wished to note the Budget vs Actual statements show the Budget through the end of the month of the Report (i.e. November in this case) and not year-end. She also noted the report does not yet address the \$815 made from the sale of the 32 wreaths for the holiday fund raiser. Motion was made by Nick Cohen to accept the report, seconded by Ann Rogers Lane. Carried unanimously.

**Volunteer Committee:** Volunteer committee has not been meeting.

**Manager's Monthly Report and Statistics:** Jessica distributed the Manager's Report by email. She commented in the past month we had 134 patrons checking out books; that the age range is expanding to include several family units and not just adults; and that we had a good flow of younger patrons as well. There was discussion about the increase in Covid numbers and the fact some libraries in Orange zones have had to retreat to offering pick up services only. Jessica also stated the patron numbers only declare those who checked out materials, and not those who only came in to use the computer or to browse as this may represent a double-count. Ann mentioned it would be good data to garner numbers of people who park in our lot only to access the Wi-Fi as this is a valuable service we provide. Nick asked if we were still having problems with patrons refusing to sign the COVID-19 Contact trace list and Jessica stated most patrons are signing now without difficulty. She also stated we made \$600 from the ROC the Day fund raiser and should receive the money in January.

### **Old Business:**

Construction Grant Update: Nick was in contact with SG security because they were going to raise the cost of the fire intrusion system by over \$300 from the original bid. Liz asked Nick to ask SG Security to reconsider this increase since: a) the library is a not-for-profit organization and b) the library's fund raising abilities were sharply curtailed owing to the pandemic. The company complied with his written request and kept the price as stated in the original proposal from April 2019. Liz signed their latest revised proposal and we are waiting information as to when installation of the fire intrusion system installation will begin. Nick wondered if the Library Manager (s) should take over the installation task, if it is within the scope of their duties, since they are physically present in the library more often than any board member. This question was really not answered.

Insurance comparisons: Liz had been researching a potential cost reduction for total library insurance protections but found out the Steele Agency could insure our operation more cheaply since we owned our own building and would need to carry special liability protection that was included in their price. The Chapman Agency could not match the liability need when building ownership was taken into account. We will stay with the Steele Agency for our insurance needs for now.

2021 Bristol Library Budget: Town of Bristol asked us to limit our request to what we received for 2020 or \$54,000. We have made minor revisions in our left-over grant money allowed. Motion was made by Ann Rogers Lane to accept the budget as presented; Lynn Cronise seconded. Motion was carried unanimously.

Slate of Officers for 2021: The leadership slate of officers for the Bristol Library Board of Trustees was presented for 2021: President, Ann Rogers Lane; Vice President and Corresponding Secretary, Sally Healy Frank; Secretary, Mimi Litsche; Financial Officer, Mary Jane Stoltz. Motion was made by Ann Rogers Lane to accept the slate and seconded by Sally Healy Frank. The motion carried unanimously.

Christmas Wreath Results: The board wishes to thank Lynn Cronise, the volunteers, Jessica, Kim and Carol staff members for an outstanding job. The wreaths were beautiful and all who purchased them were delighted with their wreath. The fact that it was a lot of work was acknowledged, but we hope there is a way to continue this for next year.

Future Board Meeting Times: The Board has explored changing the time of the monthly meeting from the third Tuesday of the month to the second Tuesday in an effort review financial reports in a more timely manner. There are no conflicts with either the by-laws or other Town of Bristol meetings. The motion to change the date of the meeting to the second Tuesday of the month was made by Mary Jane Stoltz and seconded by Lynn Cronise. The motion was carried unanimously.

### **New Business:**

COVID Guidance from PLS: Each library system or agency must match the comfort level for operation independently based on factors such as staff availability; building needs and constraints; PPE availability; area rates of infection. Areas deemed in Orange or Yellow zones for numbers of infections will have to cut back on services. The governing body or the Board of Trustees/Directors will need to monitor and set the guidelines for practice in their facilities. Library Managers need to report what might affect providing services as they are on the 'front lines' and it is their responsibility to keep us up-to-date. Liz will re-send the link for a seminar designed to apply for PPE Grants to help with recurring costs. Jessica pointed out that we are in good shape for PPE supplies except for maybe needed additional sanitizer. She will take an inventory.

Our Board Chair: Liz was recognized at the Town Board Meeting last night for her dedication and excellent service during her tour as President of the Library Board of Trustees. She was recognized by the Board members tonight with a reading from Nick about her fine service and the pending arrival of an Amazon Gift Card. She will be missed, but she is willing to help us out with some volunteer services to round out her service.

In preparation for going into executive session, Liz thanked Anne Ruffin and Rebecca Keough for their attendance and review of Board proceedings to night and excused them from the meeting. A motion was made to adjourn from the regular session by Ann Rogers Lane and seconded by Mary Jane Stoltz. Carried unanimously.

**\*\*EXECUTIVE SESSION\*\***

After the Executive session, the president called the meeting back to order. Mary Jane Stoltz made a motion for hire Jessica Masci and Kimberly Petrino as Co-managers for the Bristol Library; seconded by Sally Healy Frank. The motion was carried unanimously.

A second motion was made by Mary Jane Stoltz to accept Rebecca Keough to replace Liz Smith's position as a Board Trustee with her term beginning January 1, 2021. Ann Rogers Lane seconded and the motion was carried unanimously.

Ann Rogers Lane made a motion to adjourn, seconded by Lynn Cronise and carried unanimously.

Next Board Meeting: January 12<sup>th</sup>, 2021 at 7:00pm on Go-To-Meeting.