

# **Fred & Harriett Taylor Memorial Library Board of Trustees Meeting**

**Tuesday, October 12, 2021**

**Present:** President Roger Tompkins, Director Sally Murphy, Sam Pennise, Carrie Crane, Marsha Watson, Mary Jo Hanna, Mike Page, Travis Raab, Ruth Barry; Erin Kellogg & Linda Carl Via Zoom

**Absent:** Nancy Wightman

**Meeting Called to Order:** President Tompkins opened the meeting at 6:01 P.M

**Minutes Approval:** Trustee Pennise made, and Trustee Barry seconded, a motion to accept the September minutes. All approved.

## **Director Murphy's Report:**

Director Murphy's report stated that the collaboration with the Office of the Aging is going well and there are plans for an indoor plant oasis. The DEI Council Book Club will be reading "I'm Not Dying With You Tonight" this month.

Director Murphy shared information on a 2 day virtual Gather and Grow Conference that will occur on October 20 & 21. Please contact Director Murphy if you would like to attend any of the conference events.

Director Murphy is waiting to hear if we were awarded the \$1,000 hotspot program grant. The board would like to pursue moving forward with the hotspots as an additional service we provide even if we are not awarded the grant. Director Murphy and Trustee Raab will work together to research what would fit our community needs best.

Trustee Watson motioned to move forward with researching the purchase of hotspots even if the grant falls through, Trustee Carl seconded, all approved.

## **Treasurer Report:**

Trustee Page reported on our September income and expenses and both were favorable to the budget. We have a healthy cash balance and Trustee Page is recommending we move some of it into additional investments with Nesbitt Financial or FHFCU. He will look into this option and report back to the board at our next meeting. The PPP loan that was forgiven has moved over to miscellaneous income.

## **Technology Report:**

Trustee Raab reported that everything is running as it should with no new developments.

### **Fundraising Report:**

Trustee Crane reported that YTD totals for the Annual Appeal letters are \$6,455 from 73 donors. This past month has brought in 3 additional donations.

Trustee Hanna reported that the summer raffle baskets profited \$925.

Trustee Watson reported on the income (\$13,362) and expenses (\$4,705.55) for the Longest Table Event. The event Proffited \$8,656.45 for our children's program! There were 129 guest tickets sold and numerous business and individual sponsors for the event that the Board of Trustees was so appreciative of. The raffle, wine pull, and 50/50 were all successful and utilized a variety of payments (cash, venmo, and Square). The Board of Trustees expressed their sincere gratitude toward Mike Doyle for allowing us to use the winery for the event and providing complimentary wine throughout the evening. Trustee Watson's Longest Table report was emailed to all board members.

### **Used Book Room Report:**

Trustee Watson reported that the Ebay sales for September were \$171.15 and the Saturday book sales were \$404. The monthly total for September is \$575.15. The year to date sales for 2021 are \$12,296.58.

### **Buildings & Grounds Report:**

Trustee Pennise reported that some brainstorming of the area surrounding the Katherine Meade Memorial occurred last week and the board discussed some related financials. Trustee Pennise also recommended that as the end of the year is approaching, that we review next year's landscaping contracts. The board discussed possible consolidation of services to aid in management and finances and will revisit before moving into the next year.

### **Memorials Report:**

Trustee Carl reported that memorials for September were \$475 and YTD is \$14,230.40.

### **Old Business:**

- *Annual Sexual Harassment Training:* The training is underway and completed certificates can be turned into Director Murphy.
- *Conflict of Interest Disclosure Requirements:* Each board member needs to sign and return to Director Murphy the conflict of interest disclosure form that was emailed out.

**New Business:**

- *HERO Act requirements:* Director Murphy discussed the HEROS act and informed the board that we are compliant. This act will require us to post our pandemic plan publicly.

**Next Meeting Date:** November 9, at 6 PM

**Adjournment:** Trustee Pennise moved to adjourn, seconded by Trustee Barry. All approved and the Chairman adjourned the meeting at 6:44 PM.

*Respectfully Submitted,*

*Carrie Crane*