

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, September 14, 2021

Present: President Roger Tompkins, Director Sally Murphy, Sam Pennise, Carrie Crane, Marsha Watson, Mary Jo Hanna, Mike Page, Nancy Wightman, Travis Raab, Ruth Barry

Absent: Erin Kellogg, Linda Carl

Meeting Called to Order: President Tompkins opened the meeting at 6:04 P.M and formally welcomed Travis Raab to the Board of Trustees.

Minutes Approval: Trustee Pennise made, and Trustee Wightman seconded, a motion to accept the August minutes. All approved.

Director Murphy's Report:

Director Murphy reported that the Health Department suggested that the library ask all patrons to wear a mask regardless of vaccination status.

The Office of the Aging will be hosting their annual meeting at the library and Director Murphy is collaborating with them on some booklets and kits.

A mini-grant to try a pilot hotspot program was completed by Director Murphy in an effort to increase traffic and she will monitor the program throughout the year to evaluate its efficiency.

Director Murphy is also looking into funding for a Nintendo Switch as the middle school age patrons have indicated they would appreciate that. She is also looking into doing a few after school activities with this age group.

The Board of Trustees was very appreciative towards the continual support from the Taylor Foundation. We have received the Taylor Foundation grant in the amount of \$28,500.

Treasurer Report:

Trustee Page reported that he ran into some technology issues and was unable to finalize the treasurer report. He said that we have been financially healthy this past month and will send out the report in the next few days.

Technology Report:

Trustee Pennise reported that everything is running as it should with no new developments. He recommended that Travis Raab take over the Technology Committee. Trustee Raab agreed and was appointed.

Fundraising Report:

Trustee Crane reported that YTD totals for the Annual Appeal letters are \$6,255 from 70 donors (21%). The 2019 end of year totals were \$9,630 and 2020 end of year totals were \$9,920 (32%) from 330 letters.

Trustee Watson reported that we are down to two raffle baskets that will be drawn before the Longest Table event.

Used Book Room Report:

Trustee Watson reported that the summer book sale generated \$4,290.00. The Ebay sales for August were \$396.45 and the Saturday book sales were \$369. The monthly total for August is \$5,055.45. The year to date sales for 2021 are \$11,721.43. Trustee Watson said that volunteers for the book room are scheduled through December, but she would love to add a few more volunteers to her list.

Buildings & Grounds Report:

Trustee Pennise reported that Karen Thompson will begin maintaining the gardens, new stone landscaping, and focus on building up the back area with perennials. There is one dying tree that will be removed shortly.

Trustee Pennise also added that the blacktop was re-sealed and re-stripped on the 4th of September and Clean and Green was completed on the 8th of August.

Memorials Report:

Director Murphy reported in Trustee Carl's absence. Memorials for August were \$400 and YTD is to be determined as there were some discrepancies in the total.

Old Business:

- *Memorial Tribute to Katherine Meade:* The Committee ordered the bench for the memorial and Bud Meade has been in contact with Dexter.
- *Longest Table:* Trustee Watson reported where the committee was at in their planning and updated the board on the planned activities during the event. She also reminded the board to get their paperwork in as soon as possible.

New Business:

- *Annual Sexual Harassment Training:* Trustee Crane will email out the sexual harassment training that all staff, volunteers, and board members need to complete. Sexual harassment trainings that have already been completed through another place of work, can be turned in to Director Murphy for our records.

- *Conflict of interest disclosure requirements:* Director Murphy will update the Conflict of Interest Disclosure form and have all appropriate parties sign it by the end of the year.

Next Meeting Date: October 12, at 6 PM

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

*Respectfully Submitted,
Carrie Crane*