

Minutes of the Meeting of the Board of Trustees of the Livingston Manor Free Library by Zoom at 6 p.m. on December 28, 2020

Those present were Vera Farrell, Amy Hines, Virginia Sanborn, Lena Lundquist, Marge Feuerstein, Terry Shultz and Director Stacey Tromblee.

The meeting was opened by President Vera Farrell. She noted that usual procedures would not be followed as the meeting was being held to meet the special need of revising the authorization for signatories for the Library's accounts at Jeff Bank, and other lesser matters. In the absence of Secretary Michele Hemmer, Paul (Terry) Shultz agreed to take minutes of the meeting.

Treasurer Virginia Sanborn led the discussion. She stated that there had been general agreement among several board members and others, including the Library's newly appointed Director, Stacey Tromblee that the authorization of signatories for Jeff Bank accounts would be changed as follows:

Jan Carlson, who is retiring from the board on January 25, 2021, after 38 years of service, would be removed and also Henry Barish, former Director of the Center, would be removed.

Signatories in the future would consist of the following person:

Persons currently signatories:

President Vera Farrell, who will become Vice President effective January 25, 2021

Voce President Amy Hines, who will become President effective January 25, 2021

Secretary Michele Hemmer

Treasurer Virginia Sanborn

New persons being added as signatories will be as follows:

Trustee Marjorie Feuerstein

Trustee Paul T. Shultz

Trustee Arthur Steinhauer

On motion, made by Virginia Sanborn and seconded by Lena Lundquist, to approve the foregoing authorizations, motion was adopted unanimously by trustees.

Next the board discussed the need to recognize the retirement of Edie whose full name is Edith Simpson. After discussion, it was agreed that Director Stacey Tromblee would arrange for a basket of fruit and treats be prepared to give to Edie, along with a card which would be signed by board members.

Next, Amy Hines proposed that the board approve and present a statement recognizing the long service on the board by Jan Carlson and read to the board the text of the statement. She also proposed that the Library have the statement printed on appropriate paper and framed and presented to Jan at a time to be chosen. On motion made and seconded, the proposal was approved.

The following is the text of the statement:

"Jan Carlson

You have our heartfelt appreciation

for your service to the

Board of Trustees

of the Livingston Manor Free Library.

We are grateful for your intrepid wisdom,

your dedication and willingness to work

and for your fearless loyalty and care.

As classmate, mentor, friend, patron, and volunteer

you have shared your love for our library for many decades.

We thank you!

Board of Trustees

Livingston Manor Free Library

January 25, 2021'

Next, Amy Hines proposed an amendment to the bylaws to permit the board to elect honorary trustees, who would have not vote, but would be entitled to attend meetings of the board and otherwise speak on Library matters. After discussion, on motion made by Amy Hines and seconded by Terry Shultz, the motion was passed, with recognition that the motion needs to be ratified at the next meeting of the board, currently scheduled for January 25, 2021.

Next, Director Stacey Tromblee described highlights of her activity during the pst month, her first month as director. She referenced her report, sent our earlier in the day to the board. She commented that she is “unearthing” items in the upstairs office that need attending.

Librarian Report
2020

Dec

Toured area businesses with Terry

Rearranged furniture to allow social distancing of readers in library

Ordered and installed new fax machine

Launched Friday Take-a-way craft to accompany Saturday Storytime on Facebook

Organized craft closet

Updating circulation procedures and recording procedures in circulation manual

Training clerks on new circulation procedures and policies

Sorting donated books upstairs

Organized craft closet

Sending Thank you letters for annual drive donations and recording donor information using Excel spreadsheet

Meetings Attended:

Sullivan County Directors Meeting- Tuesday December 1st

Book Club

Special Board Meeting December 5th

Regular Board Meeting December 28th

Meetings to Attend:

Book Club in January

MONDAY	21				0	2	15	8	1	
TUESDAY	22	6	2	Story time	2	3	18	25	1	
WEDNESDAY	23			story craft		3	19	13	2	
THURSDAY	24	10	8	closed at 1:00		1		8		
FRIDAY	25			closed						
SATURDAY	26			closed						
SUNDAY	27									
MONDAY	28									
TUESDAY	29			Story time						
WEDNESDAY	30									
THURSDAY	31									
TOTAL		46	27	9	24	23	238	121	10	
NEW PATRONS	3									
OUTREACH	1									

Virginia Sanborn noted that the board needs to address what raises are to be given and discuss this issue at the January board meeting and in particular New York State minimum wage requirements should be taken into consideration.

On motion duly made and seconded, the meeting was adjourned.

Respectfully submitted,

Trustee Paul (Terry) Shultz