Present: Sandra Adams, Chairperson; AnneMarie Chapman, Treasurer; Leslie Vogt, Library Director; Melissa Babcock; and Theresa Endler, Secretary.

Meeting Convened: 5:04 pm

Acceptance of Minutes: The November 18, 2020, minutes were reviewed and a motion to accept was made and seconded (AnneMarie/Sandra). Motion carried.

Old Business:

Unspent Library Funds – The Library Trustees need to inform the Select Board of the amount of unspent money that remains in the library budget. Leslie stated there are expenses that still need to be paid through the month of December and, according to Cara Marston, the expenditures incurred this month can be reported in January. It was decided that we will review and report the financial status after our January meeting. One of the outstanding expenses is the cost of replacing the basement windows at $670.00. A motion to approve payment for the replacement windows was made and seconded (AnneMarie/Theresa). Motion carried.

Personnel Policy Review – We continued the ongoing review and revision of the library Personnel Policies. Leslie had provided the members with a revised draft for review. A few minor edits were suggested. Leslie noted these and she will prepare a final draft that will be accepted and signed at the January meeting.

In addition, we reviewed the library’s Volunteer Application, Service Agreement, and Library Orientation forms. There was discussion and suggested changes to these documents. Leslie will work on providing revised copies for the January (Volunteer Application/Service Agreement) and February (Library Orientation) meetings.

Reports:

Director’s Report – Leslie presented the Director’s Report; items of note:

1. The library is operating with limited occupancy rules (2 patrons or 1 family) due to the rising COVID-19 rates. We are hoping that we will be able to continue to provide access despite the pandemic’s impact.
2. Leslie and Melissa are waiting for approval of their driving record checks before they can start the library’s delivery service.
Next Trustees Board Meeting: Wednesday, January 20, 2021, at 5:00 pm

Adjournment: Moved and seconded (Annemarie / Theresa) at 5:55 pm

Miscellaneous: None

New Business: There was a brief discussion of the library’s calendar for 2021. All agreed that there was no need to make any changes to the schedule at this time.

Annemarie / Theresa (motion carried)
A motion to accept both the Director’s Report and the Financial Report was made and seconded.

Finally, Theresa will be convening the Board to make arrangements for the library bookkeeping in 2021. She will look into this purchase.

Lesse informed the group that we would need to consider replacing some window blinds that are
Financial Report - Leslie presented the Financial Report. There were no unusual expenses.

Appreciation of the continued support and donation:
3. The Library has received a donation of $2,000.00 from Globe Manufacturing. We are very