

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes of Meeting of October 7, 2021, @ 6 pm

Present: Director Abbie Barten-McGowan, Helga Ciminesi, Rob Gaylord, Kim Nobles, Edith Schell, Becky Jo Summers, Elaine Thordahl, David Williams. *Absent: Cynthia Dishman, Barb Ferro, Holly Martindale.*

1. Vice-president Elaine Thordahl called the meeting to order and took attendance at 6:00 PM.

2. Secretary’s Report:

- The minutes of the Regular Meeting of August 5, 2021 were approved as presented. (Dave Williams, Helga Ciminesi –unanimous approval)
- The minutes of the Special Meeting of September 1, 2021, were approved as presented. (Dave Williams, Becky Jo Summers—unanimous approval)

3. Public Expression: There was no public expression.

4. Financial report/Treasurer’s Report:

The August – September financial report was mailed to trustees prior to the meeting. There were no major questions about the report. Helga Ciminesi moved and Kim Nobles seconded a motion to accept the report as presented. **The motion carried unanimously.**

5. Executive Report

- **COVID-19:** Library and staff are in Stage IV of the reopening plan. The county is requiring masks in all county buildings, and out of an abundance of caution and due to the extremely low vaccination rates in our community at this time, we plan to maintain the mask requirement in the library to help protect the most vulnerable patrons.
- **Programs:** The popular Take & Make kids’ crafts continue. YA and Adult evening book clubs continue. In September the library hosted the book sale (which netted about \$460) and Basket Raffle (which brought the Friends of the Library \$1200).

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|-----------|------------------------|-----------------|
| August | 11 in Library programs | 66 attendees |
| | 4 virtual Programs | 80 attendees |
| | 6 videos posted | 391 views |
| | 5 1-on-1’s | 93 Take & Makes |
| September | 7 in library programs | 44 attendees |
| | 2 virtual Programs | 40 attendees |
| | 4 videos posted | 284 views |
| | 1 1-on-1’s | 72 Take & Makes |

- **Wi-Fi Use:** August 195; September 193
- **Sports Share – Play Down Your Fines:** As of 9/28/21 we have had 3 families take out sports equipment, and 2 children clear their accounts of fines (2021 totals).

- **Building Projects:**

- The library has received the B&ECPL's recommendation to the State Dept. of Library Development to fund our construction project. If approved the library will be responsible for only 25% of the total cost! We await the final say from the State, but B&ECPL's sending the request to the state is a pretty good indicator of eventual success. Director and staff have started the ordering.
- Roof updates: Work should begin in early October, weather dependent.
- LED lighting upgrade: LED lighting upgrade: The first batch of lights have been purchased and delivered and are now waiting for installation. The pendulum lights are on order.

- **Updated Library Standards:** Reminder that these go into effect by the end of the year, and the last big thing we need in place is the long range plan.

Rob Gaylord moved and Dave Williams seconded a motion to approve the executive report as presented. **The motion carried unanimously.**

6. Committee Reports:

- **Safety** – The committee did not meet, because mask usage was already being required by the County and Library System, and no other health changes arose.

7. Unfinished Business:

- Oath of Office: Thank you all for completing this!
- Conflict of Interest forms – Thank you all for getting them back to Abbie!

8. New Business:

- The policies committee needs to set a meeting for some time in October. Drafts must be out by November. Abbie will send out an email about which policies need review. (Helga, Barb, Edith, Abbie)
- Closing Dates 2022 – New Year's (Friday 12/31/21 observed and Saturday 1/1/22 closed), MLK Monday 1/17, Patriot's Day Monday 2/21, Memorial Day Monday 5/30, Independence day Monday 7/4, Labor Day Monday 9/5, Veteran's Day Friday 11/11, Thanksgiving Day Thursday 11/24, Christmas Saturday 12/24 and Monday 12/26 Observed, New Year's Day Monday 1/2 Observed.
 - The library will remain open on Good Friday 4/15, and will remain open Juneteenth observed Monday 6/20 because it is not being observed by B&ECPL at this time. New Year's Eve Saturday 12/31 will be regular hours.

9. Public Expression There was no public expression.

10. Upcoming Meetings: Thursday at 6 pm: 12/2

11. The meeting was adjourned at 6:20.

Respectfully submitted, Edith Schell