

Unadilla Public Library
Regular Board Meeting
Date: July 20, 2020

Call to order: President Susan Barnhart called the meeting to order at 2:15 pm

Trustees Present: Susan Barnhart, Andrea Edwards, Janet Povlock, Beth Baldwin

Absent: Barbara Lennon

Others Present: Irene Murphy, Ron Mott

Past Minutes: June 2020 Motioned to approve by Janet Povlock

Second by Susan Barnhart

Financial Report: Abstract #2/Voucher #4(L7410.460) \$100.00 – Building Maintenance (plexiglass barrier); Abstract #2/Voucher #5 (L210) \$10.00 – Petty Cash (stale check reissued); Abstract #2/Voucher #6 (L7410.411) \$18.50 – Processing 37 Books Motioned to approve by Beth Baldwin Seconded by Andrea Edwards

Treasurer's Report: Motioned to approve by Janet Povlock Seconded by Susan Barnhart

Bank Balances:

Checking (L200): \$29,342.62
Misc. Savings (L201): \$20,823.05
CD BOC Bequest II (L202): \$5,064.03
CD BOC Wright Fund (L203): \$3,249.40
Grant Money (L205): -0-
CD BOC Friedman (L206): \$10,353.53
Petty Cash (L210): \$20

- Revised and adopted Temporary Safety Practices Policy effective July 20, 2020.
- Susan Barnhart mentioned that Best Westfall's office at Coughlin & Gerhart, LLP was contacted to find out if they have copies of Trust documents for Halsey, Douglas and Bequest I.
- Discussion ensued regarding excess cash in the checking account and whether we could move it to the savings account to earn interest. A very small amount of interest is currently being earned on the savings account balance. No decision was reached yet.
- Discussion continued regarding policies that need to be completed, including certain financial and personnel policies.
- Compensation information, as previously approved in executive session and effective June 1st, 2020 and again at January 1st, 2021, was shared with Irene Murphy.

Requests for Treasurer: None at this time.

Director's Report: *Directive was contacted to make sure all computers are blocking certain inappropriate sites. Andrea Edwards suggested we need to be careful that safe sites aren't being blocked and that we have a way to lift our filter when needed.

*Received information from Grant at Advantage Preservation about digitizing the Unadilla Times. Right now there is no website cost, as the website creation fee is being waived. The cost to digitize each reel is \$125. There is also a charge of \$75 for a hard drive back-up. Andrea Edwards suggested we check with other libraries to see if they were satisfied with this vendor or if any of them used another vendor. We need to consider if we want to digitize only what other libraries haven't, or all that we have. Janet Povlock suggested we continue looking into it before committing to anything.

*\$23.00 to be deposited for July book sales.

*June hours Marc 54; Irene 52

* We received a grant award from the Community Foundation of Unadilla. One check was received for \$987, the amount we requested for 3 Chromebook computers. Another check was received out of their restricted funds for \$6,000, representing \$1,500 from Herman and \$4,500 from Yeager.

*Received a check from Jonathan Friedman for \$300 last week.

* None of our summer programming will be offered this year. Virtual programming options will be considered in the Fall.

* Autumn Fest is September 27th, 2020 at Johnson's Farm on Covered Bridge Road again this year. Considering having our regular book sale on the porch again.

Next Meeting: August 17, 2020 2:00 pm

Motioned to adjourn: 4:44 pm by Susan Barnhart

Second by Andrea Edwards