

**Maud Preston Palenske Memorial Library
Board of Trustees Meeting
June 23, 2020**

Call To Order: The meeting was called to order at 6:00PM by President Ren Baldwin.

Other Board Members Present: Melissa Clapper, Patrice Rose, Jim Kodis, Rick Ast, Bill Engeln, Stephanie Mack, Liz Darato , Mimi Elwell

Also Present: Stephanie Masin-Director, Paula Stakely , Assistant Director. Sue Morgan Administrative Assistant

Absent: None

Visitors: None

Announcements: None

Public Comments: None

Approval of the Minutes: It was moved by Mr. Kodis to approve the May 28, 2020 minutes and supported by Ms. Elwell. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes ,Liz Darato Yes, Mimi Elwell Yes
The Board voted unanimously to approve the motion.

Approval of the Bills: Mr. Kodis reviewed the bills and made a motion to pay the June, 2020 bills , in the amount of \$12,541.72 . Supported by Mr. Ast.
Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes ,Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes.
The Board voted unanimously to approve the motion.

Finance Report: Mr. Kodis reviewed the Financials and noted that, at this time, Stock Market fluctuations are impacting gains and losses on investments/fund balances. He felt that given these extraordinary circumstances, the library is still doing alright. Going forward, the Endowment Fund Balance will bear some watching. If at year end, there are unrealized losses/gains, the Board will need to decide if this will be treated as restricted or unrestricted losses/gains. Utilities will also need to be watched closely. He anticipates we will finish the year with a positive balance,

Mr. Ast made a motion to approve the Finance Report. Supported by Ms. Clapper.
Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

Ms. Masin asked the Board to please review the attached invoices from ABM for the Capital Improvement Project, for approval to pay. Also to adjust the end of year projections for the capital improvement budget by the following amounts (NOT the amount listed in my Director's report):

Motion made by Mr. Kodis to approve the invoices from ABM, in the amount of \$582,500. Supported by Ms. Darato
Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes ,Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes.

The Board voted unanimously to approve the motion.

Old Business : Capital Improvement Update:

Ms. Masin provided an update on the progress of the Capital Improvement Project. She noted that while there are some problems getting supplies/equipment, the work is getting done. The elevator has been more problematic, as Otis Elevator has not been able to get materials and oil in a timely manner. Once again putting the elevator out of commission.

Directors Report

Ms. Masin reviewed the planning and steps for a gradual reopening of the Library. Curbside pick up started last week. Forty two new cards were processed over several weeks. Due dates have been extended again through the end of July. Book returns have picked up considerably. Staff have all received a copy of the Reopening Plan and Guidelines as well as reviewing videos, as required by law. She has met with the supervisors relative to the next steps. Up next will be a soft opening to the public. Patrons will be required to wear masks prior to entering. Disposable Masks will be available and face shields for those patrons who cannot wear a mask for medical purposes. Patrons will need to sign a waiver if they request a face shield. The Library will have a soft opening next week with hours from 12-6. The full opening will be the following week, with regular hours. Saturdays openings will start July 18. The Library received \$5,000 for the Hope Grant.

New Business:

Mr Kodis made a motion to move the regular and Annual Meeting date back to July 28, 2020. Supported by Mr. Ast. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

President Comments:

Please note the Board's appreciation for the well thought out Re-opening Plan, and the effort that went into it. We will be looking for nominations for Board positions next month. Ms. Elwell will serve as the Nominating committee.

Board Comments: None

Adjournment: Mr Kodis made a motion to adjourn the meeting at 7:20PM. Supported by Mr. Ast. Melissa Clapper Yes, Patrice Rose Yes, Jim Kodis Yes, Rick Ast Yes, Bill Engeln Yes, Stephanie Mack Yes, Liz Darato Yes, Mimi Elwell Yes, Ren Baldwin Yes. The Board voted unanimously to approve the motion.

Next Meeting: July 28, 2020

Respectfully Submitted,

Stephanie Mack

Secretary

