

Guernsey Memorial Library  
Board of Trustees Meeting  
April 8, 2021

Attendance: President-Lisa Mody, Treasurer-Wendy Burdick, Agnes Eaton, Leah Mealing  
Lorry Chwazik, Patti Giltner, Jane Clement,  
Director-Connie Dalrymple  
Absent: Pat Horton, Children's Librarian-Kim Hazen

Meeting called to order by President L. Mody at 6:30 pm.

Minutes of the March 11 meeting were approved upon a motion by L. Chwazik. 2nd. A. Eaton.

**Treasurer's Report: W. Burdick**

As of March 31st we are at 75% of the fiscal year.

Encumbrances are slightly inflated at 74% because of the special circumstances of this past year.

The Investment Account for this quarter gained \$22,918.

K. Winans, our investment advisor, will present his annual report next month.

**Finance Committee Report**

Bills were approved and paid.

Blanket Purchase Orders/Large Bills - None

The Financial Report was approved upon a motion by J. Clement. 2nd P. Giltner.

**Director's Report: C. Dalrymple**

Attached

**Children's Librarian's Report: K. Hazen**

Attached

**Board:**

J. Clement contacted Tyler Murphy of the Evening Sun who said he was interested in submitted articles. C. Dalrymple will contact other libraries in the area to provide articles about their libraries for the Evening Sun.

The library's Preservation Station enables users, with library help, to transfer DVD and videotape recordings (like family movies) to another format like mp4.

An exhibit of children's book illustrator Jan Brett's work is at Fenimore House in Cooperstown until April 17th.

C. Dalrymple will forward a document that outlines information on overdue notices, assumed lost notices, and collections."

**Unfinished Business:**

Virtual surplus auction is on hold until the computers can be cleaned of data by the new Tech person who is yet to be hired.

After a conversation with our insurance carrier about our liability for a credit card used by certain employees, the Board approved obtaining a credit card with a limit of \$1,500 upon motion by L. Mody. 2nd A. Eaton. The credit card may be used by the Director, the Children's Librarian, the Custodian, and the Account Clerk. (see minutes of 1/14/21)

**New Business:**

The Board approved the new policy on Diversity, Equity & Inclusion upon a motion by J. Clement. 2nd P. Giltner.

Audit Proposals were discussed. It appears we do not need a full blown audit every year. W. Burdick will help compile a new list of requirements to send to the 4 companies who sent proposals that were beyond our needs and means.

Building Projects may be funded through new grant opportunities. Any projects will need plans from a new architect. Start thinking about moving office space to the basement, re-organizing main floor, asbestos removal, built-ins and LED lighting.

The Board moved to Executive Session at 7:45 pm upon a motion by J. Clement. 2nd L. Chwazik. The Board returned from Executive Session at 8:00pm.

As there was no further business, the meeting adjourned at 8:05 upon a motion by A. Eaton. 2nd L. Mealing.

Respectfully submitted,

Jane s. Clement