

Guernsey Memorial Library
Board of Trustees Meeting
September 10, 2020 Minutes

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

Absent: Treasurer-Wendy Burdick

The meeting was called to order by L. Mody at 7:00 pm.

Minutes of the July 9, 2020 meeting were approved upon a motion by P Giltner.
2nd P. Horton.

Treasurer's Report - None

Finance Committee Report approved upon a motion by P. Horton. 2nd
J. Clement.

Blanket Purchase Order / Large Bills will be sent to all via e-mail. Those who are
able should approve via e-mail to enable payment. The bills will be
approved by all at the monthly meetings.

Yearly Electric Bill of \$3,000 was approved by all present.

Director's Report: Connie Dalrymple

Attached

Returned books are now quarantined for 7 days; formerly 5 days.

The procedure for Self-checkout was explained. It will be available this fall.

Children's Librarian: Kim Hazen

Report Attached

Board: Library Trustees Association Newsletters are available to Trustees.

Unfinished Business:

The board approved the library becoming overdue fine free with the exception of overdue fines still being charged for materials on which there are holds.

This change was approved upon a motion by J. Clement. 2nd P. Horton.

Temporary Safety Practice policy approved upon a motion by L. Chwazik.

2nd A. Eaton.

Payroll deduction policy was approved upon a motion by P. Giltner.

2nd L.Chwazik.

Local History policies were approved upon a motion by J. Clement.

2nd L. Mealing.

New Business:

A Food Sharing Cabinet-sponsored by Norwich Mutual Aid will be placed outside the library to provide emergency food relief to anyone who needs it. Motion P. Giltner. 2nd L. Mealing. Approved.

A Virtual Surplus Auction will be organized before the next Trustee's meeting.

The policy for borrowing DVDs has been changed from 3 to 6 upon a motion by A. Eaton. 2nd, L. Mealing. Approved

Procedure for background checks for job applicants will be researched with FCLS as well as Norwich City School District before the next meeting.

Bassett Chronic Illness meetings will be allowed to use the library meeting room if they follow the library guidelines for safe practices. Motion to approve L. Chwazik. 2nd J. Clement. Approved.

Correspondence:

The Four County Library System's annual Report for 2019 is available for anyone who would like to examine it.

As there was no further business, the meeting was adjourned at 8:00 pm upon a motion by P. Horton. 2nd L. Mealing.

Jane S. Clement, secretary

