

Starr Library Board of Trustee Meeting
November 23, 2020

Minutes

Trustees Present: George Baker, David Lavallee, Shea Dean, Ronnie Citron-Fink, Al Ragucci, Lisa Reticker, Kat Melo, Donna Warner, Jill Horn, Karen Unger, Paul Higgins and Director Stephen Cook

Trustees Absent: None

Friends Representative: Stephen Frost

I. Meeting called to order by President Al Ragucci at 5:35 P.M. *This meeting was held via Zoom due to the coronavirus pandemic.*

II. **Secretary's Report:** Minutes of October 2020 meeting reviewed. Motion to accept: George, Karen 2nd. Passed unanimously.

III. **Treasurer's Report:** David Lavallee reported that annual giving is short – less than 30K as opposed to \$46K or \$50K in previous years. David said he would talk to the bookkeeper about it; Stephen suggests that missing income might have been reported in November / December 2019 as part of annual appeal. David then talked about the 2021 Budget. He said that a 3 percent raise for full time staff plus increased hours for programming puts the budget about \$20K higher than last year's budget. Finally he talked about the increased capital expenditures on painting, planning for new lighting, and new lighting. M&T account balance will cover these things.

Donna raised the question of whether we need more money for technology (website revisions) as well as for Paul Mays' contract. Al raised a concern about spending on permanent changes like the increased hours for children's programming.

David suggested that Ronnie and others come up with a figure for the technology consultant.

Motion to accept: Karen; second Jill Passed unanimously.

IV. **Director's Report:**

Stephen mentioned that the Annual Appeal letter went out and that people so far are excited about Hoopla.

V. **Friends Report:** Stephen Frost was not in attendance.

VI. **Claims and warrants:** Motion to approve: David. Second, Ronnie. Passed unanimously.

VII. **Committee Reports:**

- a. **Long Range Planning Committee.** Donna suggested that we close the survey in about a week. She proposed that we have a special board meeting with Chuck Mishan and Paul Mays on Dec 7 to present and discuss the results. Donna talked about what the committees are doing in putting together their goal statements for the LRP.
- b. **Buildings and Grounds:** George mentioned that Donna and Stephen Frost joined the committee; Shea dropped out. George and Stephen repaired and patched the stone wall in front of the library. George talked about placing new signs on the road(s) around the library; he would be in touch with Timely Signs about them. He talked about adding lights to the parking lot around the building and that Paul Mays had weighed in on lamppost designed. George mentioned that we should have a library representative on the Mazzarella Park committee going forward.
- c. **Nominating Committee:** George talked about the interviews they had last week with prospective trustees. The nominees will join us at the beginning of the meeting and talk to the board, and then we will vote to add them to the board. Officers will also be voted on in the next meeting. The same slate of officers is running again: Al, George, David and Shea.

VIII. Old Business

- a. Al confirmed that the solicitation letter went out and “looked great.” Hopes to raise \$50K.

IX New Business

- a. **Pandemic Policy** – Stephen talked about the document he created to outline what the library will do in different pandemic scenarios. Motion to accept: David. Second George. Passed unanimously.
- b. **Directors Evaluation** – Al mentioned that the board will evaluate Stephen again and that Stephen will address the areas of improvement in the December meeting. He will send out the form for board members to fill out shortly.

- IX. Motion to adjourn: 6:43.PM. by Al. Motion to accept, David; 2nd Karen. Passed unanimously.

Next Meeting Monday, December 21, 2020 5:30pm

Submitted by Shea Dean