

Reed Memorial Library

March 7, 2021 Board Meeting

Present: Jeanne Buck, Cindy Katz, Kate Mackie, Al Stedina, Vickie Causa

Absent: Loretta Burke, Carla Taylor, Peter Katz

Meeting Called to Order 5:07pm

Minutes: A motion to accept February 3 minutes made by Cindy Katz, seconded by Al Stedina. All in favor, motion carried.

Audit Claims and Financial Report: Al Stedina submitted the financial report and noted that all is in order. A motion to accept the Audit Claims and Financial report was made by Cindy Katz, seconded by Vickie Causa. All in favor, motion carried.

Director's Report:

Jeanne Buck reported on:

- Library doors will open on 15 March post Pandemic closure
- Computer use will be by appointment only
- Capacity will be limited – no set number, but social distancing will continue.
- Increasing hours on an as-needed

Old Business:

Due to the pandemic, board meetings will continue to be virtual until further notice. Roof work should begin in early May, one week after agreements are finalized.

New Business:

- Janine is moving out of the area and will leave her role at the end of March.
- Lothrop finished the roof specs, and the HazMat inspection has to be scheduled with the Town of Carmel. A Public Notice with the results will be sent this week. At the 4/7 meeting, the board will need to approve bidding documents.
- Updates to Personnel Policies to a 30 hour work week – checking for any adverse reactions.
- Motion to review Health Emergency Response claims by 1 April, template followed and completed. Motion to accept made by Cindy Katz, seconded by Vickie Causa, all in favor, motion carried.
- Review of Annual Report for NY State – motion to accept – made by Cindy Katz, seconded by Kate Mackie, all in favor, motion carried.

Motion to adjourn was made by Cindy Katz, second by Kate Mackie. All in favor, motion carried. Meeting adjourned at 5:23 pm.

Next meeting: Wednesday April 7, 2021 at 5:00 pm, via tele meeting.

Submitted by: Vickie Causa - April 7, 2021