

## **Cobleigh Public Library Trustees' Meeting**

**Date:** September 25, 2020 **Time:** 6:40 p.m.

**Attending:** Cindy Karasinski, Jeanne Laughton, Jan Wade, Lorrie Mawhinney, Hilary Adams

**Minutes:** The minutes were read and accepted. Lorrie motioned to accept the minutes. Jeanne seconded.

**Treasurer's Report:** Cindy will check with the Town regarding the increase in the phone bill as this expense is overbudget. These statements are paid directly by the Town. Lorrie motioned to accept the minutes. Hilary seconded.

### **Librarian's Report:**

- Cindy is pleased with the progression of the Library's reopening. She was hoping to open fully Monday, 9/28, but due to staffing, this will need to be postponed 7-10 days. Cindy also mentioned there has been discussion amongst Library's working on the matter of air filtration in older buildings and how that will be addressed. One suggestion is the purchase of HEPA air filtration systems for the Library. She will continue this discussion with other libraries.
- Elizabeth Mahnker has fit into her new position wonderfully, and is a great addition to the Library staff.
- Abby applied for the Clif Grant in conjunction with the Newark school, and it was awarded to both organizations! They will work together in obtaining new materials that will be shared through these grant funds.

**Old Business:** Edith Bell-Brown Estate – the only notification that Cindy has received from the attorney was confirmation of the sale of some of the art pieces. The property has been sold from what we can determine from the local real estate web sites, but we have not received any confirmation. The Board decided to wait a month or two before reaching out to the attorney as we understand the Court systems are also behind due to Covid.

**New Business:** Cindy is RETIRING! Say WHAT?! (not for the minutes – I'll take this out!) ☺ Cindy submitted her letter of resignation/retirement letter to the Board today. The Board will need to work on compiling a job advertisement in order to post this position as soon as possible. The decision was made to meet next Thursday, 10/1/20 at 6:00 p.m. to begin this process. Lorrie will reach out to Lara Keenan at the Vermont State Library to ask for assistance/guidance to materials that could help the Board with this very important task; Jan will print current Directors job listings that are posted at the Vermont Library Association website for reference; and Cindy will email her current job description to the Board so we have time to peruse before the meeting. Cindy will also email her letter of resignation to the Town offices.

**Next Trustee Special Meeting:** Thursday, October 1 at 6:00 p.m.

Meeting adjourned at 7:50 p.m. Respectfully submitted, Jan Wade