

Cobleigh Public Library Trustees' Meeting

Date: Nov. 12, 2020 **Time:** 6:00 p.m.

Attending: Cindy Karasinski, Jessica Simpson, Jan Wade, Jeanne Laughton, Lorrie Mawhinney

Agenda Adjustment: Infectious Disease Outbreak Policy added to New Business.

Minutes: Jan made a motion to approved minutes, Jeanne seconded. Motion was approved.

Treasurer's Report: Jeanne made a motion to accept report, Jess seconded. Motion was approved.

Librarian's Report:

- Air filtration systems has been purchased for the library but has not arrived yet.
- Jan will check in with Laurie at the Town Office to see if we can pay Cindy as a consultant to help with the transition for the new Director.

Old Business:

Director Position Update: Lorrie has made paper copies of the applications for the Hiring Committee. The committee is working on finalizing the list of interview questions. Lorrie will contact the committee members and ask them to pick up copies of the applications. She will also organize a meeting to nail down details for the interview process. Jan will check with the Town Office about vacation days for the new Director.

Edie Bell-Brown Update: Cindy would like the funds from the E.B.Brown estate to go toward the Bookmobile. We will look at the Investment Policy and, once the estate is settled, meet with our representative from Edward Jones to go over our options for the funds.

New Business:

Appropriations, etc: Jan will call Wheelock and Sheffield to find out if they are requiring petitions this year. Jeanne will call East Haven. Jess will revise appropriations letter and send out to Cindy and the Trustees.

Coins for Community: Lorrie applied for the "Coins for Community" program through the White Market. The library is on the list of organizations to vote for. Cindy will ask Abby to share on social media. The finalists will be announced in December.

Appeal Letter: David wrote an appeal letter for the Bookmobile. Jess revised the letter and Lorrie is re-formatting it. The board voted to approve the letter.

Investment Policy: We will table this to discuss until next time.

Jan's Replacement: We need to brainstorm candidates to replace Jan. Jan will find out the date when signatures are needed.

Infectious Disease Outbreak Policy: Cindy shared the policy with the Board. Jan made a motion to accept the policy. Jess seconded. Motion was approved.

Next Trustee meeting: Dec. 10th

Meeting adjourned at: 8:30 p.m.

(Jan will do the agenda & post the meeting at the Town Office, Plaza White Market and at the Library.)

Respectfully submitted, Jessica Simpson