

Cobleigh Public Library Trustees' Meeting

Date: Feb. 18th, 2021 **Time:** 6:00 p.m.

Attending: Jessica Simpson, Jan Wade, Lorrie Mawhinney, Bryn Hoffman, Hilary Adams

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

Treasurer's Report: Jan gave her final Treasurer's report.

Librarian's Report: Bryn shared updates and changes, including online postage and an SSL certificate to more easily facilitate donations. Library received a Vermont Community Fund tech grant that will be used for several upgrades, including a wireless printer. A shelving unit is being donated in honor of Joan Bicknell.

Old Business: Investment Policy will be reviewed and finalized in a future meeting. Bryn is collecting data and information.

New Business:

- Staff is adjusting to loss of Americorps volunteer, Amanda, and part-time clerk, Leslie. Bryn is juggling some staff to cover their hours and Bookmobile duties.
- *Trustees went into Executive Session at 7:00–7:10 pm*
- COVID measures and suggested changes--Library will be open without appointments going forward. Book and mail quarantines will be adjusted. Staff will need to keep track of number of patrons in the building.
- Work quotes—Phone system will be replaced with a VOIP system, along with new phones and two landlines. Mezzanine blinds are needed to help insulate the windows and keep the collection safe. Hilary made a motion to pay for the blinds with money from the Edith Bell Brown Account in the General Fund. Jess seconded the motion. Motion passed. Jan will check with financial manager about accessing the funds. Bryn is finalizing the quote.

Jan made a motion to adjourn meeting, Hilary seconded it. Meeting adjourned at 8:15 pm.

Next Trustee meeting: Thursday, March 25, 2021 at 6:00 pm

Respectfully submitted, Jessica Simpson