

Windsor Public Library Board of Trustees

Meeting Minutes

Date and Time: November 16, 2020 at 7:00 PM
Location: Join Zoom Meeting
<https://us02web.zoom.us/j/83149636423?pwd=dkhicWpHTjc5THB2MzU1akx5elJaZz09>
Meeting ID: 831 4963 6423 Passcode: 05089
One tap mobile +19292056099,,83149636423#,,,,,,0#,,05089# US (New York)

Based on temporary amendments to the open meeting law in H.681 An act relating to government operations in response to the COVID-19 outbreak, the Board meeting will be held virtually via Zoom.

Library Trustees: Jacquelin Carty, Eleanor Clark, Janet Farley, Kate Gibbel, Kathy Marsh, Donna Palatucci, Mike Welker, Vi Welker (x)

Library Director: Barbara Ball

Agenda Items: Call to Order: 7:02 PM

Changes or Additions to the Agenda

Approval of Minutes October 26, 2020

Donna P. motions to approve,
Kathy M seconds;
Motion carries

Correspondence In/Out

Reports

- a. Friends of Windsor Library
 - i. Canvas Bag Fundraiser
 - i. Hoping to have in time for Christmas.
 - ii. Old WinCycle Building
 - i. Friends decorated storefront.
- b. Library Director and Youth Librarian
 - i. Question regarding need for licensed Architect on USDA Community Facilities grant; are we able to find one to sign off?
 - i. Jacquelin has contacted someone that could potentially assist.
 - ii. Question regarding the need to reevaluate Covid-19 protocols due to spike in cases.

- i. Exceeding the 800/million threshold in the county would trigger such an action.
- c. Finance Committee
 - i. Received our 10k in from the town (Building Fund Line Item).
 - i. Kathy M. recommended moving into investment account which Board was in support of.
- d. Public Relations Committee
- e. Development Committee
 - i. LGL/Appeal Debrief
 - i. Jacquelin to share write-up of conclusions/next steps and post on Trustees share drive.
 - ii. Giving Tuesday Fundraiser 11/17-12/1
 - iii. Giving Tuesday WOA event 11/18
 - iv. Brochure for review
 - v. Gift Basket Fundraiser
 - i. Suggestion made to use Friends' Canvas Bags (for the baskets).
- f. Building and Grounds
 - i. USDA Community Facilities Grant
 - i. Warning of public information session 10 days in advance.
 - ii. Will write to Byrne Foundation

Old Business

- a. 2021 Town Budget
 - a. Question regarding petition process in lieu of not having to gather signatures:
 - i. Is there a due date for when organization summaries need to be turned in to the Town Office?
 - ii. Barbara to reach out to Tom/Town Office to obtain clarification on the process for this year.
- b. 2021 Library Budget
 - a. Much of the discussion centered around the proposed cuts to materials and what actions could be taken to reduce the impact on collections.
 - b. Budget will be voted on at December meeting after suggested revisions are taken into consideration.
- c. Should we do \$10,000 (Building Fund) ask again this year?

- a. Mike W. makes motion that we petition the town for the 10k in similar fashion to the previous year ; Kathy M. seconds; motion carries.

New Business

Public Comments

Donna P. recognizes the Friends' Walk in Paradise Park.

Next Meeting is Monday, December 14, 2020

Donna P. motions to adjourn,

Janet F. seconds;

Meeting adjourns at 8:00 PM