

**Effingham Public Library  
Board of Trustees  
March 17, 2020 Meeting Minutes**

The meeting was called to order by Grace Fuller at 6:00 p.m. A quorum was present.

**Present:** Grace Fuller, Pat Piper, Erik Jones, Jen Van Cor, Heidi Foy, Sue Regal (Alternate), Crystal Hoyt (Ex Officio), Aysia Morency (Staff), Cheryle Feirick (FEL President)

**Absent:** None

**Members of the Public:** None

**Election of Officers**

After a brief discussion regarding who was willing to hold the offices of Chair, Treasurer and Secretary, Erik made a motion to nominate Grace as Chair, Pat as Treasurer, and himself as Secretary. Seconded by Heidi. Passed and carried.

With the election of officers concluded, Erik took over the recording of the minutes from Pat.

**Review of Meeting Minutes**

The minutes of the February 25, 2020 meeting were reviewed. There being no corrections noted, Grace moved to accept as written. Seconded by Heidi. Passed and carried.

**Treasurer's Report**

Pat reported that she has not yet developed the budget in QuickBooks so the reports can compare Budget to Actual. She will work on this for the next meeting.

Pat will contact the Town to request the remainder of our 2020 appropriation now that the 2020 Town Warrant has been approved by Town Meeting.

Pat will request from the Trustees of the Trust Funds a reimbursement for the new receiver from the Library Equipment Expendable Trust Fund.

Pat and Grace will talk to determine the amount of 2019 unencumbered appropriation that must be returned to the Town.

Pat reported that there is \$48.00 in Unanticipated Funds. It was moved by Jen to accept the funds. Seconded by Heidi. Passed and carried.

### **Library Director's Report**

In the interests of keeping the meeting brief given COVID-19 concerns, discussion of the regular Director's report and statistics was skipped, in favor of addressing more pressing issues.

### **COVID-19**

Crystal reviewed the COVID-19 Library Closure Action Plan which she developed with assistance from Grace and Aysia. A copy of the Plan is attached to and made a part of these minutes. It was noted that given the fluid nature of the situation, changes to the plan may be made as necessary.

### **Audio-Visual Equipment**

There was a brief discussion regarding the new A/V receiver, its remote, and the sub-woofer.

The new receiver has been installed, at a cost of approximately \$700.00. All indications are that it is working well.

As time permits during the closure, Crystal and Aysia will "play" with the remote provided with the receiver to determine if it needs to be replaced with a more user-friendly model, or if there is simply a learning curve to overcome.

The sub-woofer, which failed at the same time as the receiver, also needs to be replaced. It was hoped that perhaps we could get by without it, but Crystal and Aysia both agree that at the last movie showing, the lack of bass range in the audio made for a poor experience for patrons.

It was moved by Erik that Grace and Crystal be allowed to replace the sub-woofer using their discretion as to cost, with the resulting expenditure to be reimbursed from the Library Equipment Expendable Trust Fund. Seconded by Heidi. Passed and carried.

### **Wi-Fi**

Patron use of the Wi-Fi during the closure was discussed.

Grace reported that Chuck Fuller has already acquired two signal boosters, at a cost of approximately \$100 each, to be installed to ensure that patrons in the parking lot can get strong, steady signal.

It was moved by Erik that the Library reimburse Chuck for the two signal boosters, with the funds to be pulled from the Library Equipment Expendable Trust Fund. Seconded by Heidi. Passed and carried.

### **Friends of the Effingham Library Report**

Cheryle reported on the activities at the Friends meeting held on March 11, 2020.

Election of officers was conducted, with the following slate of officers chosen:

Cheryle Feirick – President  
Katie McCarthy – Secretary  
Jim Pittman – Treasurer  
Christine Dearborn – Member-at-Large

At this time, no Vice-President or second Member-at-Large, though permitted, were chosen.

Meetings of the Friends will be held on the second Wednesday of each month at 6:00 p.m. at the Library.

The Friends have three fundraisers currently being planned for 2020. A book sale during Drakesville Day on June 20; a landmarks tour in conjunction with the EPS on August 8; and an author tea (featuring Lisa Gardner) on September 20. The Friends, by vote, concurred with the EPS that funds raised by the landmarks tour will be earmarked for the Historic Town Hall project.

A bylaws review committee consisting of Cheryle and Erik will be reviewing the Friends bylaws in order to bring a proposal for any changes to the membership at the next meeting.

Cheryle reminded the Board that Trustees are considered non-dues paying members of the Friends, are encouraged to attend, and may participate in discussion and vote on Friends business but may not serve as Officers of the organization.

### **Old Business**

None

### **New Business**

None

### **Meeting Schedule**

After a brief discussion, it was moved by Erik to continue to hold Trustee meetings on the second Tuesday of each month at 6:00 p.m. at the Library, adjusting as necessary to accommodate elections. Seconded by Jen. Passed and carried.

The meeting schedule for the next twelve-month period will be:

#### **2020**

April 14	May 12	June 9
July 14	August 11	September 8
October 13	November 10	December 8

#### **2021**

January 12	February 9	March 16
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Pat will post the meeting schedule on the website. Erik will post the meeting schedule at the Library and Town Municipal Offices.

### **Adjournment**

Pat moved to adjourn at 6:50 p.m. Seconded by Heidi. Passed and carried.