



District Board Meeting Tuesday January 12, 2021

Minutes

Board Present: Karen Esvelt, Guy Chittenden, Royce Embanks, Stephen Hillis, Susan Stovall

Staff Present: Jane Ellen Innes, Laura Jones

I. Call to Order

Chairperson Karen Esvelt called the meeting to order at 2:04 pm.

II. Acceptance of Agenda and Establishment of a Quorum

A quorum was established. It was moved by Susan Stovall, seconded by Guy Chittenden, to accept the agenda with flexibility. agenda be accepted with flexibility. Motion passed unanimously.

III. Public Comment

There was no public comment.

IV. Auditor Report

Audit report distributed at the meeting. The auditors and the accountant noted that the management discussion/analysis presented an accurate overview. The Library's current assets have increased due to donations, bequests, and acquisition of the former Juniper Branch of Family Finders. The total net position increase is \$615,596. Two deficiency were noted

1. Not all invoices were signed by Jane. She's revised the invoice payment process to eliminate that from happening.
2. Some missing receipts. This wasn't a serious concern because of the checks and balances in place.

The auditors agreed to forward the depreciation schedule.

V. Review and Approval of Minutes

A. November Regular Meeting Minutes

Moved by Susan Stovall, seconded by Stephen Hillis, to accept the minutes as presented. Motion passed. The Board requested a copy of the revised Internet Policy.

B. November Work Session Minutes

Moved by Susan Stovall, seconded by Guy Chittenden, to accept the minutes as presented. Motion passed.

C. December Special Meeting Minutes

Moved by Susan Stovall, seconded by Stephen Hillis, to accept the minutes as presented. Motion passed.

VI. December Financial Reports

The Board reviewed and accepted the financial statements. Once all COVID Relief Fund revenues and expenses have been logged, Innes will provide an itemized list of both.

VII. Old Business

1. CRF Grant Update

Innes is reviewing expenses to make sure all expenses/receipts are in order, reallocating funds to correspond with specific line items. Request #1 included expenses from 2019-20 and those expenses will be transferred to 2020-21.

2. Bequests

The donor's transfer of funds from her brokerage account to the Library has been initiated, with funds moving to the Library account by the end of the week. The Library's brokerage (pass-through) account will be closed, and a check sent next week.

3. Shelving Project Update

VII. New Business

1. Policy Review

A. Monitor: Board Governance: Governance Quality and Costs (Board prepares). The Board determined it complied.

B. Monitor: Ex Limitations Policy: Asset Protection/Financial Condition and Activities/ Financial Planning and Budgeting – The Board determined it currently complies, and the Library is in the process of improving #3.

C. Monitor Results Policy #1: Literary and cultural programs and resources. The Board determined it complied.

D. Monitor Results Policy #3: Safe and welcoming facilities. The Board determined it complied.

6. Board Work Session

All present agreed to meet on January 26, 2021, to review existing properties, assess bids to repair the Annex roof, and reach a consensus about the future library building.

7. Budget Committee

Chuck Alexander's term on the Budget Committee ended June 20, 2020. Innes solicited suggestions from the Board about a potential replacement, and Colleen Fletcher was recommended. Innes will follow-up.

IX. Reports

1. Director's and Departments Reports

The Director's Report and Department Reports were distributed in the Board packet. Check notes for LOTL. Jones reported that Librarians on the Loose was slowing down the production process. She asked for suggestions for future LOTL. Board members mentioned 4H, Girl Scouts/ Boy Scouts, quilting groups. Email suggestions to Laura.

2. Facility Report

Air scrubbers have been added to the main library furnaces. Flooring will be installed in February. Staff presented an update on shelving and flooring. The Library's flooring will be installed in February

in the public area, offices, and foyer. The bathrooms and janitor's closet will not be refloored. Although the Board approved purchasing new shelves, after reviewing costs, the staff could not guarantee that shelves could be purchased within budget.

3. Property

A brief discussion about existing properties ensued.

XI. Adjournment

Hillis moved, Embanks seconded to adjourn at 3:22 pm. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Ellen Innes".

Jane Ellen Innes
Secretary to the Board