

WHITING LIBRARY BOARD OF TRUSTEES

Minutes — December 14, 2020

Trustees:

Robert Nied, Chair - Present
David Lord, Vice Chair - Present
Ed Grossman, Treasurer - Present
Lyza Gardner, Secretary - Present
Colleen Garvey - Present
Cathy Hasbrouck - Present
Vanessa Heybyrne - Arr. 9:53AM

Others Present:

Deirdre Doran, Library Director

CALL MEETING TO ORDER

Chair Robert Nied called the meeting to order at 9:45AM on the Zoom platform (after a technical issue prevented some Board members from joining).

APPROVE MINUTES OF NOVEMBER 9, 2020 MEETING AND NOV 25 Special meeting

A motion was made (David/Colleen) to approve the minutes of the November 9, 2020, meeting. Approved by all.

A motion was made (Cathy/David) to approve the minutes of the November 25, 2020, special meeting. Approved by all.

TREASURER'S REPORT

Presentation & approval of Treasurer's Report

Treasurer Ed Grossman provided some scenarios for how the 2020 budget would close out, depending on some variables. Revenues are down (due to Library closures), but expenses are also down. The plausible outcomes range from a shortfall of \$3500 to a surplus of \$6950.

Update on budget

Ed Grossman said that the proposed 2021 budget was “well-received” by the Select Board. The proposed budget included a 4% increase to defray a portion of health benefit costs for the two professional Librarians (\$3120). This will be matched by a draw from the Preservation Fund.

Discussion of November fundraising

Ed Grossman said he'd do his best to get incoming donations processed ASAP.

There was a discussion about taking a distribution of 5% of the year's gains from the Library's Preservation Fund, as allowed by the Investment Policy.

Cathy Hasbrouck asked if money could be put back into the fund "after the bubble bursts." Lyza Gardner said that there was nothing in the Investment Policy that prevented this.

David Lord suggested that the Board ask the fund managers for their input on the distribution.

A motion was made to authorize the Treasurer and the Chair to execute, per their joint discretion, on yearly distribution of up to 5% of the Preservation Fund's balance (per Investment Policy), transferring funds to the Library's money market account (David/Lyza). All approved.

A motion was made to accept the Treasurer's report (Lyza/Cathy). All approved.

DIRECTOR/YOUTH SERVICES REPORT

Library Director Deirdre Doran said that the Library was providing access by appointment until the very end of November, but has since scaled back to curbside pickup only due to the rise of COVID infection rates. She said that she's keeping an eye on community spread and case-count data: "We need to be out of the red zone for at least a couple of weeks...that's not the trend that is happening right now."

Robert Nied asked if there were any complaints or feedback about not having appointments. Deirdre Doran said that there is "some dismay," but that "no one thinks it's a bad idea."

Proposed changes to staff holiday dates/proposed floating holidays

Deirdre Doran explained that Library staff will "lose" 5 paid holidays as a result of changes in 2021 to the Library's opening hours (the Library will be open Tuesdays, not Mondays). She proposed that employees be able to designate 5 floating holidays to make up for these days.

A motion was made to amend the Personnel Policy to replace the 10 designated holidays with 5 designated holidays (New Years' Day, Independence Day, Veteran's Day, Thanksgiving and Christmas) plus 5 floating holidays of the employee's choice per calendar year (David, Cathy). Approved by all.

Scheduling of employee reviews

Employee reviews will be held on or near employee hire-date anniversaries.

Status of front door lock upgrade

There has been some back-and-forth between Deirdre Doran and Countryside Lock and Alarm. A representative from Countryside came to the Library on Monday, December 7. Deirdre is still waiting on an estimate and will ping Countryside again—she says she’s emailing about once per week.

NEW BUSINESS

Scheduling next Personnel Committee meeting

A meeting was scheduled for the Personnel Committee: December 30, 2020, at 9:30AM.

OLD BUSINESS

Delay in heating system repair

The HVAC system in the Library is erratic and not well-tuned. It’s a one-off design from the 1980s that requires specific expertise from Control Technologies, Inc. The person at Control Technologies who knows how to work with the system had an on-the-job injury and won’t be available again until after the end of the year. Robert Nied said that he hoped that work could happen on the HVAC system at some point in January.

PUBLIC COMMENT

N/A

ADJOURN

There being no further business, a motion to adjourn was made (Colleen/David) and unanimously approved. The Board was adjourned at 10:43AM until the next meeting on January 11, 2021.

Respectfully Submitted,

Lyza Gardner, Secretary