**Abbie Greenleaf Library Board of Trustees Meeting**

**December 15, 2020 Minutes**

**Board members present on Zoom:** Bess Andrews, Chuck Lovett, Gwyn Grassett, Bill Mellekas, Dinny Richmond, Sally Small

**Others:** Ann Steuernagel, library director

**Absent:** Sharon Penney

Bill called the meeting to order at 7:06 pm with a quorum of six.

**Secretary’s Report:** The November meeting minutes were accepted without changes on a motion by Sally and a second by Gwyn. All voted in favor.

**Treasurer’s Report:**

The account balances as of December 15, 2020 are:  
Operating Account $23,393.95  
Special Account $6,887.83  
Misc. Account $1,357.46

Because there are no Friday and Saturday staff hours during the COVID situation, there will be a small savings in costs until the situation resolves. The Special Account will cover the cost of the new furnace motor and its installation. Bess moved to accept the Treasurers Report , Gwyn seconded the motion, and all voted in favor.

**2021 Budget:**

All board members had reviewed the proposed 2021 budget in advance of the meeting. Sally moved to accept the budget without changes, Chuck seconded it, and all voted in favor.

**Director’s Report addendum:**

(See accompanying Director’s Report)

Ann feels that January 1 will be too soon to reopen the library to visitors, given the ongoing COVID cases in the region. All board members were in agreement. She is hoping to reopen on February 1, with COVID precautions in place. She reports that there have been no issues or pushback on the mask requirement.

**Building and Grounds Report:**

Chuck continues to pursue Stan Parker from SBP Builders about getting the eyebrow windows constructed, with no success. He will look for new options. Dinny has concerns about icicle formation by the front door, which may harm the copper gutter/sluiceway. If it recurs, Ann will ask Kim to ask Cory to knock it down when he shovels.

**Old Business:**

The edits to the trustee manual and the library bylaws are ongoing. Board members are to get changes and suggestions to Gwyn in time for her to prepare a final draft for voting on at the January 19 meeting. Board and officer term limits were discussed and deemed unnecessary, if the board creates a formal practice for succession planning for the chair, treasurer, secretary, building and grounds, and any other future committee positions. This will be further discussed at the January 19 meeting.

Dinny continues to try to get online access to statements for the Grimes and Greenleaf trust accounts. She has had some success with the Grimes representative, who seems willing to accommodate her; she will continue to work on the Greenleaf representative. This will enable Belinda (the bookkeeper) to have access.

**New Business:** None

Bill adjourned the meeting at 7:49 pm on a motion by Bess, seconded by Sally, and all voted in favor.

**Next meeting:** Tuesday, Jan. 19, 7 pm on Zoom

Respectfully submitted,

Bess Andrews, secretary