**Abbie Greenleaf Library Board of Trustees Meeting**

**January 20, 2020 Minutes**

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

**Others:** Ann Steuernagel, library director

**Absent:** None

Bill called the meeting to order at 7:08 pm with a quorum of seven.

**Secretary’s Report:** The December 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 January 20 are: Operating Account $41,975; Special Account $5,070; and Miscellaneous Account $1,357

Only 82.47% of the budget was spent in 2020 due COVID-related reduced expenses, allowing the library to make a smaller request in the 2021 town warrant article. The Stifel-managed investment accounts increased in value by $11,000 in 2020.

Gwyn moved to accept the Treasurers Report, Sally seconded the motion, and all voted in favor.

**Director’s Report addendum:**

(See accompanying Director’s Report)

no additions

**Building and Grounds Report:**

Dan Cox of SPB Builders approached two more vendors about the eyebrow windows with no success. Chuck is suggesting he go further afield to find a vendor.

**Old Business:**

Updates and edits were discussed and made to the library bylaws. The board voted to accept the changes on a motion by Chuck, a second by Gwyn, and all voted in favor. The new version will be kept at the library in the Trustees’ Manual and available to the public on request.

Ann will send the board her revisions to the Library Manual.  The board will review them before the next meeting and discuss, adjust and vote on the revised version at the meeting on February 17. The Trustee Manual will be updated later.

**New Business:** None

Bill adjourned the meeting at 7:52 pm on a motion by Gwyn, seconded by Dinny, and all voted in favor.

**Next meeting:** Wednesday, Feb. 17, at 7 pm on Zoom

Respectfully submitted,

Bess Andrews, secretary