

**Wadsworth Library Board of Trustees
Minutes for Thursday, July 9, 2020
Library Meeting Room**

Attendance: Julie Brockelhurst Woods, Debby Emerson, Marcia Koch, Carolyn Meisel(Zoom), Marcia Podhorecki (Zoom), Mark Sullivan, and Tom Whitmore(Zoom)

Excused:

Guests: Sarah Matthews(Zoom), Geoff Clough, Mike DaBramo

Call to Order: Meeting called to order by Vice President Tom at 4:03.

Appointment of New Members: (48)Motion to accept Geoff Clough and Mike DaBramo as Trustees, Tom. Second, Marcia P. Carried.

Election of Officers:

Nomination for President: Mike nominated by Julie

Nomination for Vice President: Tom nominated by Tom

Nomination for Secretary: Mark

(49)Motion to accept nomination, Tom. Second Marcia P. Carried.

(50)Motion to purchase good speaker and microphone, Mark. Second Tom. Carried.

Mark will look into equipment.

Agenda Approval: (51)Motion to approve the July 9 agenda as amenda with Ramp, _Marcia P. __. Second, __Julie __. Carried.

Calendar Review:

July: Organizational Meeting, July 9th
 Begin new budget year, July 1
 Conflict of Interest Policy (Debby will send out)
 Friends MOU
August: Board Meeting on 13th

No picnic due to COVID
Deadline for Ludlum-Holroyd Award

Consent Agenda (52) Motion to approve the July 9, 2020 consent agenda to include Regular Meeting Minutes of June 11, Treasurer's report; Director's report; Children's Librarian report, ___Julie___. Second, ___Mark___. Carried.

Reports:

I. Financial reports and approval of warrants

(53) Motion to move bonds, when they mature, into checking account, ___Julie___. Second, ___Mark___. Carried.

(54) Motion to approve pre-paid Warrants for June 19, 2020 to July 2, 2020, ___Mark___. Second, ___Julie___. This Warrant disbursement was unanimously approved.

(55) Motion to approve Warrants for July 10, 2020, ___Mark___. Second, ___Marcia P.____. This Warrant disbursement was unanimously approved.

Adding two lines to Pending:

Hewitt-Young Electric: \$79,445.14

Lloyd Mechanical Co. LLC: \$41,323.50

(56) Motion to receive the financial reports, ___Julie___. Second, ___Tom____. Carried.

2. Friends of Wadsworth Library:--

Report that they will be sending out annual membership letters. Have already sent out some.

REMINDER: August 4 meeting

OLD BUSINESS

Old business

1. Second floor expansion (DISCUSS)

- a. Construction update
 - i. Second floor concrete completed
 - ii. Studs for walls going up
 - iii. Stairs to 2nd floor up, waiting on cement
 - iv. Doors need to resemble existing doors, will get sample doors
 - v. Pipes and ceiling joist issues, Lyndsay has said they won't be expensive change orders
 - vi. Working very quickly, finish late September
- b. Attic insulation (VOTE)
 - i. Zack at Whitney East suggests we take out old insulation and put in new stuff to prevent leaking and other issues. Cheaper to do it now than later if we need to repair it. Clerk of Works felt that we should do this.
 - ii. (57) Motion for change order of \$8,500, __Julie__. Second, __Geoff__. Carried.
- c. Fundraising progress/plaques
 - i. Time to resume fundraising.
 - ii. Plaques: Meeting needed to discuss plaques
 - 1. Tom will investigate
 - iii. Tree: going up on 2nd floor, recognize donations for 2nd floor construction
 - iv. List of people that have library cards? Debby will pull
 - v. Option for matching funds?
- d. Wiring/communications/connectivity update (PRESENT)
 - i. Mike would like to work with Debby and Sarah to make sure we are set
 - ii. Mike will call John to make sure we are on same page
- 2. Reopening plans (DISCUSS)
 - a. Take out service right now, go into catalog, request book, staff will pull, people can come pick up
 - b. Not overwhelming so far
 - c. Most libraries are going slowly
 - d. PLS is suggesting opening next week for in building patrons
 - e. 50 minutes on computers, 10 minutes to clean computers
 - f. Air conditioning has to be fixed first
 - g. People selecting own materials is an issue, only one entrance so social distancing would be an issue
 - h. Can limit the total number of people in building
 - i. Could do visits by appointment
 - j. Debby and staff will talk tomorrow about possible options
 - k. Only using one cell phone right now since phones disabled until wiring finished
 - l. 72 hour quarantine of items
- 3. Long Range Plan (DISCUSS)
 - a. Survey (DISCUSS)
 - i. Draft sent out by Debby
 - ii. Time needed to complete should be in email

- iii. Social media accounts, mailing list for children services, Friends has mailing list
 - iv. Printed copy at Circ desk
 - v. Penny Saver - tear out page? URL in advertisement?
 - vi. Send out this summer during the week, avoid any holiday
 - vii. Have results by 1st week of September, received by August 16th.
- b. Put Long Range Plan on hold until September when we have results
4. York users (ON HOLD)

New Business

1. Ramp
 - a. \$1,546 for total, three months for 21 foot aluminum ramp with platform and railings
 - b. (58) Motion to approve spending for aluminum ramp, __Tom__. Second, __Carolyn__. Carried.
2. For August meeting: Gala event to discuss. Can we gather with COVID in October?
3. Geoff has other groups that are interested in papers we have in basement. Seniors love them.

(59) Motion to close the meeting at 5:32 pm, __Julie___. Second, __Geoff___. Carried.

The next regularly scheduled meeting will be **Thursday, August 13 at 4:00 pm**