

## **Trustees of the Jonathan Bourne Public Library      Meeting Minutes - 12 January 2021**

The monthly meeting of the Trustees was held on 12 January 2021 via Zoom and was recorded by K. Spilhaus, Chairman. The meeting was called to order at 5:15pm.

**Attendees:** Karl Spilhaus (Chairman), Kiki Tura, Christine Crane, Kathy Fox Alfano, Kristina Prodouz and Patrick Marshall (Library Director). **Not attending:** Alison DeCosta

The minutes of the December 2020 meeting were approved.

### **New Business**

- None

### **Old Business**

- T. Prodouz reported on where we are in the Director's Evaluation process. The form was sent to all Trustees on December 10 and all reviews were received by January 9, 2021 with the exception of one. Averaged scores and compiled comments will be sent to the Chairman by January 22, 2021.

### **Reports**

- **Library Director**

P. Marshall delivered the monthly Director's report and library budget. He reported that there is a tentative date of March 1<sup>st</sup> for a budget meeting with the Finance Committee. Check on the Town Hall website for specific details. He also reported that a door bell has been installed at the library for use by patrons without cell phones. All pre-holiday COVID concerns were addressed. There were no personnel or other buildings and grounds updates.

K. Fox Alfano asked about the source of COVID regulations for the library. P. Marshall answered that COVID guidelines are provided through the Town Board of Health and the Town Administrator.

- **Friends of the Library**

C. Crane reported that the Friends of the Jonathan Bourne Public Library delivered checks of \$2,500 each to the 2 Friends Scholarship winners on January 12<sup>th</sup>. Friends holiday activities included the successful Caring and Sharing online auction and the Santa Drive Through on December 10<sup>th</sup> at the library. Upcoming events include an appreciation gift for the library staff in January and a Friends membership drive in February.

### **Next Meeting**

- A suggestion was made that a library staff member attend the monthly Trustees meetings as a way for the Board to get to know them and hear about their activities and plans. P. Marshall agreed and will invite Sara Rose, technology librarian, to the February meeting.

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- The next Trustees' meeting will be held on Tuesday, February 9, 2021 at 5:15pm via Zoom. It was requested that any topics for the next meeting be sent to K. Spilhaus and P. Marshall one week prior to the meeting.

C. Crane made a motion to adjourn the meeting and K. Fox Alfano seconded. The roll call vote was unanimous and the meeting was adjourned at 5:45pm.

Respectfully submitted,

*Kristina Prodoz*