

**Bancroft Public Library**  
**Board of Trustees – Minutes of the February 4, 2020 Regular Meeting**

Present were Ed Donoghue, Kim Erbe, Rebecca Brown, and Alesa Wilson. Rachael Armstrong was excused. Also present were Director Susan Getty, Town Liaison Marcus Blanck, and members of the public.

**Minutes:** Alesa Wilson made a motion, Rebecca Brown seconded, to approve the January 7, 2020 regular meeting minutes as presented.

**Public Comment:** None.

**Correspondence:** None.

**Finance Officer's Report:** Vouchers from the Library Fund Nos. 7 through 15 and totaling \$5694.54 were audited and ordered paid. Alesa Wilson made a motion, Ed Donoghue seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried.

**Library Director's Report:** See attached, including monthly statistics.

**Committee reports:** None due.

**Old Business:** Regarding the Charter Application status, through continued investigation it came to light that this Application was for registration as a library, not for the Absolute Charter, which will be the next step after the Registration is accepted by the Board of Regents. It has been so long since it was filed, that detail was forgotten. In order to refresh everyone's memory and close this chapter in the process, President Ed Donoghue re-submitted the entire application to Sara Dallas for submission to the State Ed Department.

Regarding the State Aid for Library Construction Grant, an Amendment to the Scope for the project, with the windows eliminated and the prices of the remaining components updated, has been submitted and accepted by the Division of Library Development. Removing the windows from the project will allow the Board to apply for funds for this component in the future if desired.

Regarding the 2020 Challenge Grants for Senior Programming and LED lighting for the Library, both were approved and the funds received from SALS. Susan Getty indicated they have begun preparing programming for older patrons. Alesa Wilson made a motion, Kim Erbe seconded, to publish a Request for Proposals soliciting bids for the LED lighting. All were in favor and the motion was carried.

Regarding applying for the Charles R. Wood Foundation Grant, Director Getty discovered that only 501 (c) (3) organizations can apply.

Following up on the possible purchase of an automated external defibrillator (AED) for the Community Room, Ed Donoghue related he had spoken with the Captain of the Salem Rescue Squad who indicated she would recommend the same device/manufacturer used by both the Rescue Squad and Salem Fire Department, and that she could assist in getting the best price for the device and cabinet (approximately \$2000). The Town and Trust Board will be approached about a possible share of the cost.

**New Business:** The Conflict of Interest Policy was reviewed and signed by the members present.

Alesa Wilson made a motion, Kim Erbe seconded, to approve the 2019 Annual Report to the State Education Department as presented. All were in favor and the motion was carried.

President Donoghue shared a webinar—[The Critical Partnership: Public Library Trustees and Directors](#) which Board members could use for Trustee training.

**Other Business:** When going in and out of the back of the building while installing the new boilers, Marcus Blanck noticed that water running off the roof was splashing up onto the brickwork around one of the Reading Room windows, and recommended looking for a solution to prevent further deterioration.

The next meeting was set for Tuesday, March 3, 2020 at 6:30 PM.  
The meeting was adjourned.