

Bancroft Public Library
Board of Trustees – Minutes of the June 2, 2020 Meeting

Present were Ed Donoghue, Rebecca Brown, Alesa Wilson, Kim Erbe, and Director Susan Getty. Rachael Armstrong was excused. Also present were Search Committee members Peg Culver and Wendy Hunter.

Alesa Wilson made a motion, Kim Erbe seconded, to approve the May 5, 2020 regular meeting minutes and the May 12, 2020 Special Meeting minutes as presented. All were in favor and the motion was carried.

Public Comment: None.

Correspondence: Trustee newsletter.

Finance Officer's Report: Vouchers from the Library Fund Nos. 36 through 39 and totaling \$657.17 were audited and ordered paid. Alesa Wilson made a motion, Kim Erbe seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried. Rebecca Brown requested that the Board approve prepayment of Braymer Fuels' final bill in the Construction Grant projects. Kim Erbe made a motion, Alesa Wilson seconded, all were in favor, and the motion was carried.

Library Director's Report: See attached.

Committee reports: So far, six candidates for Library Director have submitted their resumes. The Search Committee will be conducting first interviews between now and June 30, the submission deadline.

Old Business: Regarding the Provisional Charter registration, word was received through Sara Dallas from Mary Beth Farr, Library Development Specialist, Division of Library Development at the State Ed Department, that they are requesting changes and/or clarifications to the documents submitted by Bancroft Public Library as part of their registration. Ed Donoghue and Rebecca Brown will be working on satisfying this request.

Regarding the status of the State Aid for Library Construction Grant efficiency projects, all projects have been completed, and Rebecca Brown will be working on the final report, to be submitted by June 30, 2020.

There is no word yet on the 2020 State Aid for Library Construction Grant submitted last September.

Regarding the 2020 Challenge Grant for the lighting retrofit, the project is complete and Rebecca Brown will be working on submitting a final report to close this grant out.

There is no word yet on the Zoll Automated External Defibrillator (AED).

New Business: Discussion was had concerning the Temporary Safety Practices Policy and the amendments suggested, which had been circulated to the Board and Director. Alesa Wilson made a motion, Rebecca Brown seconded, to approve the Policy as discussed in order to enable the Director to begin reopening plans. The Policy will be reviewed and updated weekly until at least the end of June.

Director Susan Getty indicated that she would speak with Karen Hickland to confirm her willingness to step in as Interim Director, and if she is willing, to begin training her for that position. The intent is that if Director Getty is no longer available to train the new Director, that Karen will conduct that training. In addition, Susan Getty suggested that beginning with Karen's training, Karen receive the Director's salary, and Susan receive Karen's current salary. After discussion, Rebecca Brown made a motion, Alesa Wilson seconded, to approve this payroll change as suggested. Rebecca Brown will notify the person responsible for payroll of this approved change.

Other Business: The next regular meeting was set for Tuesday, July 7, 2020 at 6:30 PM. Special meetings for the purpose of reviewing and adjusting the Temporary Safety Practices Policy have been set for June 9, 16, 23, and 30.

Adjourned.