

Bancroft Public Library
Board of Trustees - Minutes of the February 2, 2021 Meeting

Present were Ed Donoghue, Kim Erbe, Alesa Wilson. Rachael Armstrong and Rebecca Brown joined virtually. Also present were Director Lori Stokem, Town Council member Brenda Levey, and Friends Treasurer Wendy Hunter.

There was one correction made to the January 5, 2021 Annual Meeting minutes - Kim Erbe and Rebecca Brown were both voted in as representatives to the Salem Town Board and Bancroft Trust Board. The minutes with the correction were then approved. Alesa Wilson made the motion and Kim Erbe seconded. All were in favor and the motion was carried.

Public Comments: None

Correspondence: None.

Finance Officer's Report: Vouchers from the Library Fund Nos. 10 through 17 and totaling \$5523.54 were audited and ordered paid. Financial Report was approved with Alesa Wilson making the motion and Rachael Armstrong seconding. All were in favor and the motion was carried.

Library Director's Report: See attached. (At this time, Director Lori Stokem noted the donations for Ruth Foster continue to come in and that she has been in touch with the family about how to honor their wishes.)

Committee Reports: Program Committee - nothing to report.

Library Courtyard: The next meeting is scheduled for February 16, 2021 at 6:30 PM.

Old Business: Regarding the Application for Absolute Charter, there is nothing new.

Regarding the 2019 State Aid for Library Construction Grant Application (ADA Compliance) submitted September 27, 2019, there is a special meeting scheduled for Tuesday, February 9 at 6:30 with Matt Scheidt who will review the draft construction documents and specifications.

Regarding the 2020 State Aid for Library Construction Grant Application for replacement windows, there is nothing new to report.

Regarding the 2020 Challenge Grant Senior Program: This remains in limbo pending the return to normal Library function.

Regarding the re-opening plan: The Chair reviewed amendments to the Temporary Safety Practices Policy in Response to COVID-19. Alesa Wilson made the motion and Kim Erbe seconded to approve the revisions. All were in favor and the motion was carried.

Regarding the Pandemic-Operations Policy, a Continuation of Operations Plan was added and minor revisions were added to the Pandemic Plan. Lori Stokem agreed to calculate the permitted occupancy in

Proudfit Hall and hang maximum capacity signs. Alesa Wilson made the motion to approve and Rachael Armstrong seconded. All were in favor and the motion was carried.

New Business: Conflict of interest forms were passed out and signed. Brenda Levey and Kim Erbe reported that the basement under the Proudfit has been a work in progress and will continue.

The Board went into executive session to complete the Library Director annual performance review.

There will be a special meeting on Tuesday, February 9, 2021 at 6:30 PM.