

MINUTES OF THE VIRTUAL MEETING OF  
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES  
Dec. 10, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:31 p.m. on Thursday, Dec. 10, 2020.

PRESENT: Elizabeth Bentley, Bill Bower, Natalie Brown, Anne Debraggio (director), Barb Grimes, Sara Groh, Judy Kowalczyk, Darby O'Brien, and Ashley Simons. EXCUSED: John Amuso, Stacey Himmelberger

No public comment.

SECRETARY'S REPORT: There was one correction. The letter replying to Mary Moore was sent by Sara Groh. Bill made the motion and Natalie seconded to accept the minutes of the Nov. 19, 2020, meeting as corrected. The motion was passed unanimously.

TREASURER'S REPORT: Natalie presented the October financials, which were accepted unanimously. November and December financials will be presented in January.

DIRECTOR'S REPORT: Anne stated that the employee, who had been on leave, resigned. The library remains open with an adjustment due to a surge in cases locally. Patrons will be allowed to stay 30 minutes instead of one hour. Anne will continue to monitor the local COVID situation closely — several local libraries have gone exclusively to curbside pick-up. The library will be closed the Saturdays after Christmas and New Year's Day, but plans to have home delivery available in January. The library contacted generous donors to help purchase books for the children served by the Country Pantry. Originally it was thought there would be 500 families served but the number has risen to 680. Any who wish to donate, please contact Anne.

Three staff members have unused vacation days. Anne asked for the end-of-year vacation use deadline to be suspended during this pandemic year. To this end, Natalie made a motion that the vacation deadline be suspended and carry over to 2021 because of the unique circumstances in 2020. Darby seconded and the motion passed unanimously.

PRESIDENT'S REPORT: Stands as submitted. Reminder: Draft committee goals will be finalized in January. Please review and submit any changes to Sara.

FRIENDS REPORT: The jewelry sale is still on and has raised over \$400 so far.

#### COMMITTEE REPORTS

Executive: No report

Advancement: The annual appeal is doing well for a unique year. Anne will share comparison numbers with the trustees at a later date.

Facilities: No report

Finance:

*Petty Cash Policy* — Natalie made a motion, on behalf of the Finance Committee, that the board approve the policy that was presented last month. The motion passed unanimously.

*2021 Budget* — Natalie presented the 2021 budget. She explained that the budget will be presented using an accrual basis instead of the cash basis that was previously used. Natalie made a motion that the 2021 deficit budget be approved. The motion passed unanimously.

*Increase the amount of capitalization* — Natalie made a motion that the amount of capitalization be increased from \$500 to \$1,500, not including the purchase of computers. The motion passed unanimously.

Human Resources: No report

Nominating: Elizabeth presented the 2021 slate of officers: President - Barb Grimes, Vice President - Darby O'Brien, Secretary - Stacey Himmelberger, Treasurer - Natalie Brown

A motion was made by Natalie and seconded by Bill that there be a bylaws change to increase the number of board members from 13 to 14. Per the bylaws, it was decided to table this motion until next month.

The following were suggested as new board members: Win Grant, Marie Boucek, and Sarah Ziesenitz. If you know of a facilities person or lawyer, please contact Elizabeth as these vacancies exist on the board.

OLD BUSINESS: none

NEW BUSINESS: none

At 7:29 p.m., a motion was made by Barb and seconded by Darby to go into Executive Session to review a personnel issue. The motion passed unanimously.

The regular meeting resumed at 7:50 p.m.

NEXT MEETING: Regular meeting: Jan. 28, 2021 at 6 p.m., followed by annual meeting at 7 p.m.

Natalie made a motion to adjourn and Bill seconded. The motion was passed unanimously and the meeting was adjourned at 7:51 p.m.

Respectfully submitted,  
Barbara Grimes, Vice President