

**Bent Northrop Memorial Library
Special Trustee Meeting Minutes Draft
October 30, 2020**

Call to Order: Laura Fulwiler called to order at 4:58 PM

Present: Laura Fulwiler, Peter Burns, and Kristina Bolduc (all present remotely)

Guests: None

Approval of previous meeting minutes: Not required, they will be approved at the next regularly scheduled meeting in November.

Treasurer's Report: None presented. The budget was referenced from the previous meeting dated October 15th.

Librarian's Report: N/A

Friend's Report: N/A

New Business:

- (1) Change of quote for ventilation upgrade** – Previously the Trustees approved the spending of \$980 to have by Chuck's Heating and Air Conditioning upgrade the ventilation in response to COVID concerns and the windows no longer being able to be open due to cold weather. Due to an administrative error the quote was inaccurate and was amended to \$1980. A one thousand dollar increase was unexpected and a special meeting was called to discuss the funding. After a short discussion on budget and responsibilities the Trustees moved to accept the increase in the best interest of the staff, patrons, and library environment. Peter B. would correspond with Chuck's about the approval of funds and ensure they work with library staff to schedule the upgrade.

Adjourn: Moved to adjourn by Kristina B./seconded by Peter B. Meeting adjourned at 5:19 PM

Next meeting: Thursday November 19, 2020 at 4:30PM