

**Bent Northrop Memorial Library
Trustee Meeting Minutes Draft
August 19, 2021**

Call to Order: Laura Fulwiler called to order at 4:35 PM

Present: Laura Fulwiler, Peter Burns, Bridget Howrigan Rivet. Remote: Samantha Thomas

Guests: None

Approval of previous meeting minutes: Motion to accept 15 July minutes by Peter B., seconded by Laura F.. Motion approved.

Treasurer's Report: No report available this month.

Librarian's Report: See attached report.

Friend's Report: Planning and preparation for the Bid or not to Bid event continues. Raffle tickets are available.

New Business:

Motion for a mask policy made by Laura F. - Masks will be encouraged for all patrons on M-F 3:00-5:00 while school children are in the library. Seconded by Peter B. - Motion approved.

Outdoor programming will be moved indoors as the weather gets colder. This issue was discussed but not voted on. All agreed.

Librarian Performance Review: Sarah had her yearly performance review conducted by Samatha T. and Laura F..

Wendy had her performance review conducted by Sarah.

Sarah applied for an ARPA fund grant. Funds are earmarked for a new a new "Owl" zoom meeting camera.

Wendy will be on leave from mid-Sept. thru the end of October. Substitute staff is on-deck.

Draft 2022 budget was reviewed. Sarah will obtain insurance info from Jonathan. A significant surplus is not anticipated this year.

Old Business:

Financial Policy- Work on the Financial policy deferred until the September meeting.

Agenda for next meeting

Bid Event Update and To-dos.

Follow-up budget discussion and Staff compensation executive session discussion.

Continued Financial Policy work session.

Adjourn: Motion to adjourn at 6:00pm by Peter Burns and seconded by Samatha T.

Next meeting: Thursday September 16, 2021 at 4:30PM