

Isaac C. Griswold Library
Board of Trustees Meeting
July 14, 2020
6:30PM

Call to Order

Approval of May 12, 2020 and June 9, 2020 Board Meeting Minutes

Treasurer's Report

Vote to Pay Bills

Director's Report

Old Business

Reopening Plan Approval

Construction Progress

Job Description for Library Director

New Business

Next Board Meeting will be held on August 11, 2020 at 6:30PM

Adjournment

Isaac C. Griswold Library Board Meeting
July 14, 2020 at 6:30 pm

Present: Patti Abbott, Mary Terry, Marsha Ross, Karen Paddock, Sally Stevens and
Director- Karen Gordon

Minutes: Motion made by Marsha Ross and seconded by Karen Paddock to approve the minutes of the May 12 and June 9, 2020 meetings, all voting in favor.

Treasurer's Report: Motion made by Sally Stevens and seconded by Marsha Ross to accept the treasure report, dated July 14, 2020 all in favor.

Bill's: The monthly bills were reviewed and a motion was made by Mary Terry and seconded by Sally Stevens to pay the bills, all in favor.

Director's Report: Opening Plans- workers come in the week of July 27th and work double shifts to get the books back on the shelves and room organized.

Farm-2-Library Program will start in August, library employees will bag the food for the patrons.

Old Business:

*Reopening Plan: Open at Level 2 for 2 weeks, starting on August 4th, then move into Level 3 with 2 computers starting on August 18th, as listed on the Pandemic Emergency subject to change if need be. This will be put in the paper.

*Safety Policy. Completed

*Pick-up dumpster, Karen with check with Paul when not needed any longer.

*Have rugs cleaned in August.

Construction Progress: Finish by July 24th, Kitchen and bathroom need to be completed as well as staining bookshelves and putting poly on the floor.

Job Discription for Library Director: Karen Gordon willing to stay on a bit longer, will work on job description at next meeting.

New Business: Donation Letter from Whitehall Fire Company, filed at this time.

Letter from Grant Cottage in Wilton NY about membership at cost of \$100, filed for later date.

Karen Gordon made cleaning logs and this need to be strictly enforced. Employee must where mask if they are not 6 feet apart.

Motion made by Sally Stevens and seconded by Karen Paddock to adjourn the meeting at 7:30pm, all in favor.

The next Board meeting will be held on August 10, 2020 at 6:30 pm.