

Isaac C. Griswold Library Board Meeting
September 8, 2020 at 6:30PM

PRESENT: Patti Abbott, Marsha Ross, Annette Parrott, Karen Paddock, Stephanie LaChapelle, Mary Terry, Karen Gordon

MINUTES: Motion made by Marsha Ross, seconded by Karen Paddock to approve the minutes of the July 14, 2020 meeting, all voting in favor.

TREASURER'S REPORT: The Treasurer's Report with a balance of \$8,326.05 as of September 7, 2020 was reviewed. Motion made by Stephanie LaChapelle, seconded by Annette Parrott to accept the Treasurer's Report, all voting in favor.

BILLS: The monthly bills were reviewed. Motion made by Marsha Ross, seconded by Stephanie LaChapelle to pay the bills, all voting in favor.

DIRECTOR'S REPORT:

Discussion took place regarding the Pandemic Safety Policy. It was decided that faxing and printing could start. Patrons will be allowed in the Library to browse the books but must sanitize their hands before they touch the books. No more than two people at a time in the book room. No one is allowed in the Meeting Room or allowed to use the computers at this time. Children accompanied by an adult can visit the Children's rooms to choose a book but cannot stay to read or play games. Karen Gordon will put an article in the Whitehall Times letting patrons know when they are allowed in the Library.

A Final report for the Challenge Grant is due on December 4, 2020. Karen Gordon and Karen Paddock will meet to complete this report.

Marissa Black is not working as much and may give up working on Wednesdays. Karen Gordon is willing to work on Wednesdays.

The Long Range Plan for the Library still needs to be developed. A job description needs to be written for the Library Director and the rugs need to be cleaned.

The front steps into the Library seem to be crumbling. Paul Terry will be asked to look at them for repair.

Karen Paddock reported that the Library's IRS Form 990 was filed incorrectly by Chuck Wagon and there would be an \$2,000.00 fine. Karen Paddock made the corrections to the report and sent a letter to the IRS. IRS sent back a notice that there would not be a fine and the Library is eligible to do a short form of the Form 990. Karen Paddock will do the short form in the future.

Motion made by Patti Abbott, seconded by Annette Parrott to adjourn the meeting at 7:07PM, all voting in favor.

The next meeting will be held on October 13, 2020 at 6:30PM.