

Isaac C. Griswold Library Board Meeting
October 13, 2020 at 6:30PM

PRESENT: Marsha Ross, Sally Stevens, Karen Paddock, Ann Keys, Annette Parrott, Stephanie LaChapelle

MINUTES: Motion made by Annette Parrott, seconded by Sally Stevens to approve the minutes of the September 8, 2020 meeting, all voting in favor.

TREASURER'S REPORT: The Treasurer's Report with a balance of \$3,444.91 as of October 5, 2020 was reviewed. Motion made by Stephanie LaChapelle, seconded by Ann Keys to accept the Treasurer's Report, all voting in favor.

Karen Paddock discussed transferring funds from the Investment account to the Operating Account as the Town and School funds will not be available until the Spring. Motion made Marsha Ross, seconded by Sally Stevens to transfer \$15,000.00 from the Investment Fund to the Operating Fund, all voting in favor.

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

DIRECTOR'S REPORT: The Library has been opened since September 25, 2020. Karen Gordon asked if it was okay to set up two computers for the public to use and setting a time limit. It was discussed to set the time limit if there are people waiting to use the computers. Sara Dallas would like to meet with the Library Board. The Board said to just let us know when she would like to come to one of our meetings. The carpets need to be cleaned. Karen Paddock will contact Bill Davis of Affordable Carpet Clean to schedule the cleaning.

Motion made by Karen Paddock, seconded by Ann Keys to give Karen Gordon a raise to \$15.50/hr from \$14.00/hr as Karen Gordon has been putting in extra time during the pandemic and the absence of the Director, all voting in favor.

The Long Range Plan will be discussed when we meet with Sara Dallas. The Director's job description needs to be created. Paul Terry will be asked to look at the crumbling front steps.

Motion made by Stephanie LaChapelle, seconded by Karen Paddock to adjourn the meeting at 7:07PM, all voting in favor.

The next meeting will be held on November 10, 2020 at 6:30PM.