

**HAY MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 15th, 2020  
Minutes**

Present: Christine Eggleston, Darsi Reardon, Richard Probert, Briggs McAndrews, Judy Fiorentino

Absent: Laura Oram, Joanne Rhode

Staff: Katie Riordan

- I. Christine Eggleston called the meeting to order at 4:32 pm.
- II. A motion was made by Richard Probert, seconded by Briggs McAndrews to appoint Joanne Rhode as trustee, unanimously passed and carried.
- III. A motion was made by Briggs McAndrews, seconded by Darsi Reardon to accept the meeting minutes, unanimously passed and carried.
- IV. There was no correspondence at this time.
- V. Katie presented the manager's report. Katie noted that we continue to see an upward trend of digital materials, and circulation has increased somewhat from the prior month, though we're still doing about half the circulation we do when we're open at full capacity.  
  
Our new programs are underway - registrations for both the book subscription boxes and the take and make kits will go live at the end of the month.
- VI. Judy reviewed the month's financial report with the board and spent time going over what the reports convey. Quickbooks has been loaded online and is up and going. Billpay has now been transferred online as well.
- VII. The interest on the Marietta Pickering Hay Trust at the NNY Community Foundation is \$3,548.00 this year. A motion was made by Briggs McAndrews, seconded by Judy Fiorentino to draw the money from the trust to use in this year's budget, unanimously passed and carried.

- VIII. Christine reminded the board that there are still a couple open positions on the board of trustees and asked board members to send possible candidates her way.

She also noted that Katie will be sending out sexual harassment training for the board to recertify their training.

- IX. Christine noted the board needs to move it's monthly meeting date. The board agreed that the 4th Tuesday of the month would work well and the time would be set for 4:30 pm. Motion made by Judy to accept the changes to the board meeting date and time, seconded by Briggs McAndrews, unanimously passed and carried.

- X. Reopening Plan & New Policies - A motion was made by Connie Barone, seconded by Darsi Reardon to accept the reopening plan as amended, unanimously passed and carried.

A motion was made to accept the Limited Computer and Browsing Plan by Darsi Reardon, seconded by Richard Probert, unanimously passed and carried.

- XI. Building and Grounds Update - Briggs let the board know the building had been pressured washing and the building sprayed for spiders. We will spray for spiders again in the early spring.

Briggs also looked into the crumbling parts of siding on the building and is looking into alternate materials we might use to repair it. Briggs noted that because the library is situated in the Historical District, the library would have to go before the planning board if they decided to use any man-made materials. Briggs also found patching materials for the concrete siding and is going to test it out on a couple spots and see how it looks.

Briggs will meet with the contractors that did the ramp at the church on Thursday. Ed Peebles mentioned vinyl and Trex as two alternate materials for the ramp. Briggs also mentioned that another short-term solution could be to replace the boards as those seem to be where most of the deterioration is; the frame of the ramp is still good.

Ed Peebles also took a look at the roof of the building with Briggs and estimated that the roof probably has about five to six years before it needs to be resingled.

- XII. Christine updated the board on the elevator maintenance. We are still waiting on a date for service from the company.

- XIII. Annual Fund - board members mentioned they didn't get a letter in the mail. Katie was asked to call the bulk mailing office and see if they could figure out if there were any issues with the mailing.
- XIV. Christine asked the budget committee to set a date for creating the 2021 budget. The committee agreed to meet, Wednesday October 14th at 11:00 am.
- XV. Christine gave an update on the quilt show. There will be 35 quilts to exhibit on October 3rd. Mary Knapp will be showing 4 quilts in the show.
- XVI. Richard Probert made a motion to begin computer browsing appointments on September 23rd and browsing appointments on the 29th, seconded by Briggs, unanimously approved.
- XVII. A motion was made by Richard to adjourn the meeting at 5:28 pm, seconded by Briggs McAndrews.

The next board meeting will be held on October 27th at 4:30 pm.