

BLODGETT MEMORIAL LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING – December 16, 2020

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Laura Wolfe
- Joan Gambeski

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager

Other Guests

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I) President James Miccio called the meeting to order at 6:37 p.m. all attendees are attending through Zoom which is also being recorded.

Due to being on Zoom when deciding on a decision please say your name and then your answer.

II) Approval of November 2020 Minutes

- The Minutes were reviewed with no changes made.
- A motion to approve the November minutes was made by Vincent, seconded by Anthony and unanimously approved.

III) Presidents Report

- There is an expected snow storm tonight. The library will play it by ear regarding opening. For now, we are opening by noon but can change depending what the roads are like.
- John Wilamowski was trained on the monthly Fire Extinguisher inspections.
- There is shelving that is deteriorating. Some are broken, some are peeling. Jim will train John on fixing the shelves. He will teach him to sand and paint instead of staining.

IV) Financial Report

- The October warrant was presented in the amount of \$25,345.75.
- There is one unusual charge made to AXA Equitable in the amount of \$13,333.68. The library was informed that the AXA weren't being paid due to error. The error was rectified and will be paid going forward.
- A motion to approve all financial reports was made by Anthony, seconded by Beth and unanimously approved.

V) Directors Report

- Old Business
  - (I) Working on quotes for carpet/painting/camera- Joanna will look at State/County/School contracts so we won't have to go out to bid. The Cameras don't need a bid because we already have cameras with Doyle so it would be a service contract.
- New Business
  - (I) Officers position
    - (a) The positions for 2021 are as follows:
      - (i) Jim Miccio- President
      - (ii) Janice Ballard- Vice President

(iii) Vincent Sullivan- Secretary

(iv) Anthony Ruggiero- Treasurer

(II) 2019 Budget line items

(a) For the first of the year we will be going through budget line items and vote on moving funds

VI) Other:

- Finance Committee to meet Thursday, January 7, 2021-virtually.
- Julie is looking into getting additional computer software to be able to install on all library computers. Currently we are not helping anyone 1:1 due to covid. With the new software the staff will be able to remote in to the computers to help people with printing, etc.
- Local History policy- send to our attorney. Include access of room is with staff or local historian. It can be accessed by appointment only. All items cannot be removed from the library. Remove Ephemera and use Misc.
  - ◆ Ask attorney to create a form for when items are donated. Also need a release or transfer of ownership form.
  - ◆ Ask attorney for a release for Toni Houston our historian.
- We will be changing our board meeting times to 6pm-virtually.

VII) Committee Reports

Personnel – Janice, Anthony: Nothing to report

Buildings and Grounds/Technology- Bill T. Janice, Elizabeth: No Report

PR/Sustainability/Long Range- Vince, Joan: No Report

Financial/Budget/Vote- Janice, Anthony, and Bill: No report

Liaison to Friends- Beth: Julie, Joanna, and Beth will be meeting Friday at 11:30am to discuss the appeal letter/

Fundraising Committee- Anthony, Joan, Beth: No Report.

VIII) No public input.

IX) Adjournment-

A motion to adjourn the meeting at 7:42pm was made by Anthony, seconded by Beth and unanimously approved.