

Virtual Meeting of July 21, 2020

In attendance: John Plantier, Stephanie Lansburg, Burgess Ovitt, Loretta Mulson and Library Director Courtney Keir.

Absent: Deb Rook

L. Mulson made a motion to open the meeting at 6:35pm and was 2nd by J. Plantier.

J. Plantier made a motion to accept the minutes from June, B. Ovitt 2nd.

J. Plantier stated that Deb Rook (Treasurer) would like a monthly update and financial statements stating account balances. She would also like all the bills that need payment to be given to her by the second Tuesday of each month.

Director Keir gave the board an account of how the library will be opening under the present phase ( due to Covid 19) and the need to limit occupancy, the need to wear a mask and social distancing.

The Director also said the new employees are doing a great job and Megan (?) will need an office space, perhaps the back room.

New bank accounts were set up for Rockwell Falls Public Library but signatures from D.Rook and E. Morton have not yet been recorded.

J. Plantier noted that so far there has been no Friends of the Library in place yet but a few hopefuls that he will encourage to step forward.

L Mulson suggested that the Library have a celebration to reopen the Library with our new name. Aug. 22 was agreed upon in order to get the press releases out in time. A brainstorming meeting was planned.

Director Keir reminded J. Plantier that a work review was due and should be completed by July 21, 2020. This to be down by J. Plantier, S. Lansburg and B. Ovitt.

The Director also informed the Board that she and Elaine Morton were devising a budget on QuikBooks to streamline the accounting process.

The Director raised the fact that the Library needs a person to clean about 5 hours a week. A person was suggested and a follow up will begin.

J. Plantier made a motion to close the meeting at 7:30 and 2nd by S. Lansburg.

Respectfully submitted,

Loretta Mulson