

Canastota Public Library Board of Trustees Meeting

December 17, 2020

Members Present: Jean Boland, Lynne Gaglianese, Gloria Phillips, Arthur Lelio, Eric Snyder

Others Present: Elizabeth Metzger, Director

1. **Call to order:** Meeting was called to order by Lynne Gaglianese at 6:04pm.
2. **Minutes:** ***Motion to accept the November 19 meeting minutes*** was made by Jean Boland, seconded by Eric Snyder. **Motion was approved.**
3. **Treasurer's Report:** A) Report of financial results through November 2020 was reviewed. ***Motion to accept the treasurer's report*** was made by Gloria Phillips, seconded by Art Lelio. **Motion was approved.** B) Monthly invoices: were reviewed & approved. C) The Berkshire Bank CD was rolled over for 6 months at a rate of 0.35%. Chase CD will mature in January 2021; Liz is exploring current CD rates at various banks.
4. **Director's Report:** The Library is open; curb service is also provided by appointment. We have knitted goods made by the Canastota knitters for sale to benefit the Dolly Parton Imagination Library. We also have Canal Town Museum ornaments for sale, lots of new and gently used books in our Book Fair, DVD's and Holiday Cards. Liz estimates YTD COVID related costs at \$3,800 and has submitted a grant application for \$3,000. Because of rapidly increasing cases of COVID 19, some groups will not meet in person; they hope to resume in-person meetings in February. We have given out close to 100 "Take and Make" art projects for the holidays to families, and we are now working on Teen projects to be given out during February break in conjunction with the Canastota Rec. committee. We were approved for a Roadside Historical Marker and will receive funding for the entire cost from the William G. Pomeroy Foundation. *Personnel:* Marie Marchetti has decided to retire at the end of December. Congratulations Marie and enjoy your retirement! November circulation was 4073 which included 191 eaudios, 516 ebooks, and 149 RBDigital magazines.
5. **Old Business:** 1) *RE: 3 metal replacement doors* for Archive Room, staff kitchen & 2d floor office: Sahl's Glass will provide a new estimate for the 3 replacement doors, as the cost and availability of construction goods has drastically changed during the pandemic. 2) *Separate Lot/Land:* The purchase offer for the Buck St./Barlow St. land and the necessary paperwork was delivered to office of Attorney Paula Highers on November 5th.
6. **New Business:** 1) *Pandemic Plan:* Liz has drafted a "Pandemic Plan" policy and procedure, and has sent a draft to board members for review at an upcoming meeting. 2) *Long Range Plan:* Liz is working on a new long range plan for 2021-2026 and will have a draft at the January meeting for review.
7. **Adjournment:** With no further business, a ***Motion to adjourn*** was made at 6:23 pm by Gloria Phillips, seconded by Jean Boland. **Motion was approved.**
8. **Next Meeting:** Next meeting date was set for **Thursday, January 21, 2021 at 6:00pm.**

Respectfully Submitted,
Art Lelio, Secretary