

# East Bridgewater Board of Library Trustees

## Meeting Minutes – December 15, 2020

RECEIVED TOWN CLERK  
21 MAR 18 PM 1:30

Regular meeting called to order at 7:04 pm. Present were Trustees Cat Holbrook, Sandra Ockers, Brenda Conca, and Russ Hannagan and Director Christopher McGee. Absent were Trustees Susan Murray and Anne Marek.

### Scribe's Report

- A motion to accept Scribe's Report for November 17, 2020 meeting was made by Brenda Conca and seconded by Russ Hannagan. Motion Passed.
- Acceptance of Scribe's Report for the Emergency Meeting on December 8, 2020 was tabled until January 19, 2021 as there was not a quorum of Trustees present who were also present at that meeting.

### Director's Report

Director McGee gave the following report:

- Facility:
  - The library building remains closed to the public indefinitely while cases of Covid-19 Coronavirus remain high in the community. Curbside pickup hours have been expanded.
    - Russ Hannagan shared a patron request for signage to show where curbside pickup takes place.
    - Director agreed to put directional signs up in the front parking area.
  - New phone system completely operational. Staff are learning its features.
- Staff continue to work in the building, spread out to maintain social distancing.
- Programs: Zoom cooking class for teens and adults scheduled early February. (Correction –January 25)
- Budget:
  - Personal Services:
    - Shortage in Department Head line resulting from contract salary exceeding budget request. Will be completely offset by surplus in Librarian Salaries.
    - Significant surplus in Librarian Salaries line due to retirement of a staff member who has not been replaced.
  - Equipment & Supplies lines are where they should be at this point in the fiscal year.

- Books & Periodicals expenditures are at about 1/3 of budgeted due to billing trailing significantly behind ordering.
- Programming expenditures projected to be at least 1/3 less than budgeted due to the cheaper cost of Zoom programming.
- Director requested that \$1,500 be transferred from Computers line and \$1,000 from Furniture and Equipment line to Printers, Copiers, and Fax Machine line to cover library's share of phone system upgrade.
  - Russ Hannagan made a motion to approve line item transfer request, and Brenda Conca seconded the motion.
  - Motion passed.

Brenda Conca made motion to accept Director's Report and Russ Hannagan seconded. Motion passed.

### **New Business**

- Reviewed and discussed list of meeting dates on the third Tuesday of each month of 2021.
  - Brenda Conca made a motion to accept the schedule. Sandra Ockers seconded.
  - Motion passed.
- Various names brought forward as potential candidates for future Board vacancies.
  - Discussion ensued regarding creating a subcommittee to cultivate potential candidates.
  - Director offered to compile list of names and contact information for action at January meeting.
  - Further discussion tabled until January meeting.

Meeting adjourned at 8:06pm.