**Randall Library Trustees**

**Meeting Minutes June 10, 2020 via Zoom**

Present: Maureen Busch, Kathy O’Brien, Laura Reiner, Tim Reed, Carol Stoltz, Barbie Wolfenden, Tina McAndrew

Later: Marianne Sharin

Public: Lisa Lavina, Kathleen Pavelchek

The meeting was called to order at 7:04 p.m. Laura moved and Barbie seconded the motion to accept the minutes of May 13, 2020. The voice vote was 6-0 in favor.

**Director’s Report**

As of June 2, the staff was working in the Library in 4 hour shifts. They were busy and excited about the beginning of a re-opening. Curbside pick-up is available for patrons’ orders from Randall Library only by appointment from 3 p.m. to 8 p.m. Tuesday-Thursday, and Saturday. Deliveries from other libraries are not yet available.

Tina has prepared a Donation Form that will be available near a Donation Box at the Library so that patrons can make contributions and designate how they would like their donations spent. Tina will maintain a spreadsheet of programs and technology categories and will share with the Trustees. She will request that the Selectmen create a Gift Account in which these donations can be deposited, and she will maintain a gift budget and track expenditures for the Town Accountant.

The Library staff are sometimes frustrated by a lag in promised funding from the Friends. Kathleen explained that this was the result of a lack of communication about the current funding flow.

**Treasurer’s Report**

The Fidelity and Vanguard Funds have been move to Bartholomew as is. Maureen has information about access. Once we meet in July and vote the slate of officers, Maureen can then be added as Treasurer/signee and Tim will be removed. The new Town Treasurer will be added and an additional Trustee/signee will be voted at that July meeting.

FY20 report: The second quarter info will be coming at the beginning of July. Tim will assist Maureen in preparing the report. Maureen will then have this for the August meeting and the Town Accountant. Bartholomew would like to review our investments and make some recommendations. This can be scheduled for our July or August meeting.

At present, Tim, the old Town Treasurer and Barbie are signees on the Fidelity Bank account. Since Tim is leaving and the Town Treasurer is as well, it was thought that an additional Trustee should be added to avoid having a gap in coverage. Kathy moved and Carol seconded a motion to appoint Laura as the new signee on the Fidelity Bank account. The voice role call resulted in a 7-0 vote in favor.

Policy for Disbursement of Trust Funds: Barbie moved and Laura seconded a motion to accept the policy. The voice vote was 6-1 in favor.

**New Business**

The IT issues that the Library was experiencing with the router have been solved!

Library Building Committee: There has been a slow response from townsfolks about participation on this committee. Laura moved and Maureen seconded a motion to appoint Carol as the Trustee member of the committee. The voice vote was 7-0 in favor.

Barbie read a document into the record praising Tim’s lengthy service to the Randall Trustees on the occasion of his leaving the Board.

In Appreciation of Tim Reed

Tim Reed, you have been a Trustee of the Randall Library for almost thirty years; you served as Chair or Treasurer several times. During that time, you have given freely of your time and talent to the Town of Stow.

During the last nine years, you led the efforts to secure a new space for the library. In two separate efforts, each taking months of work, you gathered input, hosted information meetings for the public, wrote the rationale for library funding requests, created presentations, and explained the library’s needs at Town Meetings asking for design and building funds. You helped assemble numerous Building Committee meetings chairing the most recent. You drove the creation of proposals and worked with architects to refine their designs. The most recent and successful project was securing town support for the restoration of the original historic portion of the library. You oversaw that restoration, acting as liaison between Director and project manager.

You guided the Library through many difficulties: you managed expenses during recessions when funding was limited. You worked through the challenges of staff turnover. You ensured that building maintenance and repairs received proper attention and priority.

As Chair of the Board, you also led the Trustees through Town budgetary requests, the outcomes of your input providing: enhanced resources; additional staffing; and redistribution of funding responsibilities to appropriate bodies.

You also served as Treasurer alongside your position as Chair, providing authoritative suggestions for investments and use of the Randall Trust. An independent financial advisor stated that you were knowledgeable about the stock market.

You participated in the hiring of two Directors and an interim Director, and led one of the search efforts. You gave each new Director careful guidance and attention, sharing your in-depth experience with town bylaws and procedures, helping them invaluably.

Throughout your tenure, you rigorously followed state and town requirements in many ways, such as posting meetings, completing the hiring paperwork, and adhering to open meeting law. In fulfilment of your duties as Chair, you spent many hours with the Town Administrator settling financial and political issues that arose from time to time.

Tim, your gift to the Town of Stow has been extraordinary. You served with leadership skills, a generous treatment of others, and patience.

With great appreciation, we thank you.

Maureen Busch, Kathy O’Brien, Laura Reiner, Marianne Sharin, Carol Stoltz, Barbie Wolfenden.

This was followed by a virtual toast to Tim.

At 7:55 p.m. Maureen moved and Marianne seconded a motion to adjourn.

The voice vote was 7-0 in favor.