

Randall Library Trustees

Meeting Minutes September 2, 2020 via Zoom

Present: Maureen Busch, Kathy O'Brien, Marianne Sharin, Carol Stoltz, Barbie Wolfenden

7:23 p.m. Marcy Eckel and Tina McAndrew (Director) joined.

Absent: Laura Reiner

Public: Kathleen Pavelchek, Tim Reed, Alex Bartholomew, Michelle Newcomb

Documents for meeting:

Director's Report

Randall Library Policies adopted and updated, Proposed review schedule

Lego WeDO2 Borrowing and Agreement Lending

Randall Library Trustees Bylaws

The meeting was called to order at 7:00 p.m.

Barbie moved and Maureen seconded a motion to accept the minutes of August 5, 2020. The vote was 5-0 in favor.

Schedule for Policy Review

Maureen presented a list of current Library policies and the dates that each was adopted or updated. In keeping with a proposal that the Trustees develop a five year plan to review the policies and by-laws, the Trustees agreed to begin by reviewing the by-laws. First reading will be in October followed by the second reading in November. "Internet Use" and "Collection Development" will be considered later in the year as time permits. Maureen outlined a possible year by year schedule to review all current Library policies.

Subcommittee to Improve Public Communication

The Trustees had agreed that this would be a useful subcommittee. Kathy moved that we establish a subcommittee to improve public communication which would initially be created for one year and would consist of Barbie Wolfenden, Marcy Eckel and Marianne Sharin. Barbie seconded. The vote was 5-0 in favor.

Director's Report

Tina now has the painting donated by Paul Kossey. There was some discussion about the background of this gift. Kathy will send a thank you note on behalf of the Trustees and will notify the Stow Independent about this addition to the Library.

Bartholomew Review

Alex Bartholomew and Michelle Newcomb had questions for the Trustees about our financial investments since they have now taken over this responsibility. It is necessary to have fiscal year data

for the Town and calendar year data as well. There are State guidelines about where entities might invest. Some libraries rather choose to invest under the Prudent Investment Law which is less conservative and the one the Library has followed in the past. It was agreed that we would continue doing this. The Trustees agreed that we should have a policy regarding this issue and a broad investment philosophy. Michelle will work with Maureen to draft it. In a general discussion, Alex mentioned that our 4% limit on cash out may be too high.

Budget

Tina reported that we are 2 months into the new fiscal year and because the Library has been closed, we have saved some money. Bags for curbside pickup have been donated although some smaller bags would be welcomed.

Update from Building Committee

Carol gave an update. We are waiting for David Walrath to appoint certain FinCom and Capital Planning members so that these individuals can be officially appointed to the Committee. If we even have 6 of the 7 members sworn in, we can schedule a meeting. That should happen relatively soon.

Minutes Storage

Linda Hathaway has said that storing hard copies of the minutes in the Library is acceptable. At this time she does not need to have hard copies in the Town Clerk's office. There was some concern that the minutes be in a protected environment rather than in the Library attic. Carol will check with Laura who volunteers for Linda to see what the vault situation is in Town Hall and if the minutes could be stored there. Marcy suggested that we have a cloud account for this storage. Carol will also find out which years' minutes are stored at Town Hall and which ones are at the Library. This will be an issue for further discussion.

At 8:02 p.m. Barbie moved that we adjourn and Carol seconded. The vote was 5-0 in favor (Kathy had to leave early and was not present to vote).

Respectfully submitted,

Carol Stoltz

