

Benedek Memorial Library Board of Trustees Meeting – March 3, 2020

Members present: President Bill Fiske (BF), Tim Allard (TA), Mary Finch (MF) (until 1:00 pm) Roxanna Miller (RM), Susan Goodrich (SG) (in at 12:10 pm), Director Candy Wilson (CW)

Members absent: no one

Public in Attendance: Kelly Oakley, and Nicky Cervoni from Sprague Insurance

12:05 pm President Fiske called the meeting to order

The agenda was checked for additions. The minutes were read, corrected. TA moved, MF seconded accepting the minutes as corrected.

Agenda order was changed to place Nicky Cervoni at the beginning of the meeting. She shared that Hartford Insurance will not renew our liability insurance after April 1 unless we black top the whole driveway area. A new company Dryden would insure us for less coverage and for a larger cost than the previous insurance. Nicky recommended we inventory everything in the library with replacement cost of items based on current value. Her opinion: we don't have a business policy since we are tax based and not operational (no business income).

Waiting on another quote, we need to meet again to make a final decision before the end of the policy date of April 1. Nicky will inform companies of our installation of better lighting – she will take pictures as proof of due diligence.

She knows we couldn't improve the driveway surface for 1-2 years.

There is another possible company – Nicky will let us know. She will have Kayla (office manager) research the cost with possible deductibles of \$1000, \$1500, and \$2000.

Treasurer's Report:

- a. Balance sheet
- b. Operating Budget review
 - a. Candy will check on the price of a second firesafe box to save the library records.
- c. CSCS said there would be an increase of \$0.88 (from 17.01 to 17.90 on a \$90,000 property) to increase budget by the \$2900.00 increase.

Old Business

- A. Friend's Group – meeting at 5:00 pm.

From last time: have been discussing a possible beer/wine tasting event as a fundraiser. Would need a 1 day liquor license. Avoid and August date – too much competition. January or February are offseason possibilities.
- B. MHJMH update:
 1. STLS is just ready to update service for the public z-packs. Z-packs and server need to be upgraded by 2021.
- C. Insurance

We can't afford to blacktop the driveway/parking area, which The Hartford insurance company was requiring to continue the policy. We have a quote from the Dryden insurance company,

which is a higher premium, for less coverage. Insurance broker waiting on another quote.
Holding off decision until next board meeting 3/24 before the April 1, deadline.,

- D. Policy Review – Equipment Policy
Newly typed and rewritten policy is being reviewed.

New Business:

- A. Voting on the Annual Report. All trustees have reviewed the report online prior to meeting. BF moved to accept, TA seconded, board voted and accepted.
- B. Trustee Training (STLS advocating for the training)
A bill was introduced to the State Legislators. The bill will be for a minimum of 2 hours of training for each board member per year (can be in person or online with ALA). Will be voted on during the State budget vote.
- C. Next 5 Year Planning session need to occur in 2020 or 2021. Best times: Fall, December time frame.
- D. Annual Report to the Community:
 - 1. Emphasizes Summer Reading Program of 2019 and 2020.
 - 2. Emphasizes activities which put the library into the community.
- E. Advocacy Day
Candy met with legislators.
Fewer Librarians were represented.
- F. Proactive dealing with COVID-19
 - 1. Library is washing down computer keyboards morning, noon, and evenings
 - 2. Materials are wiped as they are returned and sent out.
 - 3. Asking patrons to wash their hands.
 - 4. When to close the library?
 - a. Public Health/Government orders closure.
 - b. Schools are closed due to County, State or Federal calls State of Emergency
 - c. Lack of healthy Staff to open the library.
- G. In order to help with filing backlog, need of paying Rose extra hours on Saturdays (up to 40 hours). TA moved, BF seconded, Board accepted.

Next meeting is on March 24 – BF to call in due to not being in the area.

2:12 pm - Meeting adjourned

Respectfully submitted
Roxanna E. Miller