

Fairmount Community Library

Board of Trustees Meeting Minutes

February 17, 2021

Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held virtually via ZOOM and was called to order at 7:04 PM.
- Attendees included Gary Ferner (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Alison Chamberlain (Board Member), Pete O'Mara (Board Member), Brenda Shea (Library Director), Jennifer Grant (Board Member), and Becky Ponza (Board Member).

Approval of Meeting Minutes

- January 2021 meeting minutes were approved unanimously (Peter moved, Mary seconded).

Period for Public Expression

- None, as the meeting was held virtually due to the library closure.
- Patrons were advised to email if they wanted to participate virtually in the meeting.

Treasurer's Report(s)

- Mary presented the treasurer's report. She reported a small amount of revenue in January as compared to expenses, which is typical for this time of year.
- As a new treasurer, Mary needs some additional access to the bank accounts before Patty can be completely removed as treasurer; Mary and Patty are working on that together.
- PPP Loan
 - Mary stated that it would be ideal to allow Patty to assist with the closeout aspects of the loan, so Mary motioned that Patty continue to assist with that (Alison seconded). The Board voted unanimously to approve.
- 990 Form
 - Mary stated that Patty sent a letter to the IRS with regards to our late filing penalty; we are currently waiting for response.
 - Mary is also researching firms to file the new 990 form and will follow up next meeting.
- Annual Report
 - Mary, Lisa, and Brenda will meet virtually on the annual report, which will be presented to the Board at the next meeting

Director's Report

- Brenda discussed the article in the paper about new Spanish classes, as well as the upcoming redesign of the children's webpage on the new website.
- Baltimore Woods approached Brenda to collaborate on several projects over the next few months, potentially including a story-walk through the park and Earth Day activities.
- The graffiti on the outside of the library will be painted over when the weather is warmer.
- The Board discussed opening the library by appointment only, considering that several libraries are opening (including downtown branches). Brenda will be researching UV filters to assist with air sanitization, and will discuss ideas for reopening at limited capacity at next months' meeting.

- Brenda and Gary discussed their meeting with the Maxwell Library. There is future potential for some shared programming, including summer reading programs. They will have another meeting in April to discuss ideas in more detail.
- Brenda discussed the potential to purchase additional hotspots with T-Mobile (\$32/month for a 12 month agreement) for patrons to borrow. More details to come after additional data is reviewed.

Old Business

- FCL Employee Handbook Update
 - The updated version of the Employee Handbook was sent to the Board, and the Board will vote on approving the document at the next meeting.

New Business

- Proposal for Board of Trustees Committees
 - Gary discussed potential board committees to enhance the Board's outreach to potential Board members, long-term planning, and more.
 - Gary also discussed needing to structure board orientation more formally for new members.
 - "Friends of the Library" committee could include support from Denise Head. This group could encourage a "yes" vote for taxes, as well as "thank yous" going out afterwards. Becky volunteered to work with Brenda and Denise on this committee.

Any Other Business for the Board

- The Board discussed the need for an independent financial review/audit; Mary will review prior quotes from firms to move forward with this.

Adjournment

- Meeting adjourned at 8:01 PM (Gary motioned, Pete seconded)
- The next meeting is scheduled for March 17, 2021