

## Phoenicia Library Board of Trustees

### Minutes from Library Board Meeting on Nov. 19, 2020 (6:30 p.m.) (via Zoom)

Minutes prepared by Holly George-Warren

**Present:** Holly George-Warren; Bernie Handzel; Bethia Waterman; Karin Connelly; Becca Frank; Jen Montalbano; Director Liz Potter.

**Agenda:** Bernie made a motion to approve agenda; Karin 2<sup>nd</sup>; all in favor.

**Minutes:** Bernie made a motion to approve the Oct. 2020 board meeting minutes with a revision; Bethia 2<sup>nd</sup>; all in favor.

#### **Director's Report:**

Experimenting with a new feature on Library webpage: chat/text with a librarian.

Discussed community partnership with local police via Police Reform Committee.

Just received our first donation for year-end appeal.

Director presented the proposed 2021 budget.

#### **ACTION ITEM**

Bernie made a motion to approve Revisions to Phased Safety Plan (as below); Karin 2<sup>nd</sup>; all in favor.

- Change in quarantine rules – 3 days to 1 day
- Specify glove use to “when supplies available”
- As conditions permit, Phase 3 limited patron use (browsing and computer use by appointment only) will be implemented at Director’s discretion

#### **ACTION ITEM:**

HGW made a motion to give Library staff year-end compensation of a pay period each; Becca 2<sup>nd</sup>; all in favor.

#### **Treasurer's Report:**

Jen circulated the financial report.

#### **Committee Reports:**

None.

#### **Old Business:**

We discussed annual year-end appeal letter.

#### **New Business:**

ACTION ITEM:

HGW made a motion for the creation of the Reginald Bennett Scholarship Fund for an OCS senior with \$5000 from a donor (\$500 per year); Karin 2nded; all in favor.

**Public Comment: None.**

Bernie a motion to adjourn; Becca 2nded it; all in favor.

**Next Board meeting is Thursday, Dec. 17, 2020 @ 6:30pm (via Zoom)**

**Meeting adjourned at 7:31 pm.**