

**LOWVILLE FREE LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**MARCH 10, 2020**

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 6:09pm. **PRESENT:** Meghan Harney, Karen Oldroyd, Jamie Roberts, Jessica Nichols, Danielle Munn, Jamie Haggett, Sharon Sears. **ABSENT:** Shannon Schrag, Bill Waite.  
**GUESTS:** None.
- **ADOPTION OF AGENDA:** Danielle moved, Jamie R. 2<sup>nd</sup>, **MOTION APPROVED.**
- **PRIOR MEETING MINUTES:** Danielle moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.**
- **CORRESPONDENCE:** None.
- **TREASURER'S REPORT:** Jamie R. moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.**
- **DIRECTOR'S REPORT:** Advertising for Pratt Northam position this Summer. Sub-pump estimate to install another pump, more to follow. COVID-19 we are allowed to post flyers about people staying home if sick but not allowed to approach and ask people to leave. Taking extra protocols on cleaning, cancel large programs, cleaning and limiting toys, recommending book drop over inside returns, hand sanitizers. Spring break April 10-17, National Library week April 20-25.
- **COMMITTEE REPORTS:**
  - **Building and Grounds:**
    - Sub-pump: Amount of water is making one pump run continuously. Install two pumps to help with water flow. Estimate reviewed. Motion was made to replace old pump and install 2nd pump according to estimate from Brown's. Jamie R. moved, Danielle 2<sup>nd</sup>, **MOTION APPROVED.**
    - Landscaping: A motion was made for Boz LLC to use top soil, seed, hay for front of building where we removed bushes to establish grass. Danielle moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.** Looking for community input for ideas for landscaping.
    - Cameras: We have wired camera inside building, looking into wireless camera so we can monitor with wireless capabilities like outside cameras.
  - **Fundraising:**
    - Mommy and Me Tea party idea with Photographer.
    - Garden tour: Meeting 12 March to talk gardens, 1 in Croghan, 3 in Lowville, Theme "Grow our Gardeners" kid friendly crafts. More to follow.
  - **Finance:** Information given to RBC more information to follow as things progress.
- **UNFINISHED BUSINESS:**
  - Computers: Waiting on NCLS.
  - Printer: Waiting to order until computers come in.
  - 2 open board positions: looking for suggestions

- **NEW BUSINESS:**
  - Public health information for Library. Emergency closing policy update the wording. If closure happens for longer than 72 hours or more will be evaluated on a case by case basis. Jamie R. moved, Danielle 2<sup>nd</sup>, **MOTION APPROVED.**
  - **Committees**
    - **Finance Committee:** Chair: Sharon Sears, Danielle, Karen, Jesica.
    - **Buildings and Grounds:** Chair: Danielle Munn, Jamie H., Jesica.
    - **Policy:** Chair: Jesica Nichols, Jamie R., Jamie H.
    - **Public Relations:** Chair: Bill Waite, Shannon, Jesica.
    - **Nominations:** Chair: Karen Oldroyd, Jesica
    - **Fundraising:** Chair: Jamie Roberts, Danielle, Bill, Jesica.
- **NEXT MEETING:**
  - Tuesday **April 7,2020** at 6pm. In the conference room at the Library.
- **ADJOURNMENT:** 8:03pm. Danielle moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.**
- **DRAFT:** ( 3/14/2020) to be submitted for approval **April 7,2020** at the board meeting.