

**LOWVILLE FREE LIBRARY BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**FEBRUARY 11, 2020**

- **PUBLIC FORUM:** None
- **CALL TO ORDER:** 6:02pm. **PRESENT:** Shannon Schrag, Meghan Harney, Jamie Haggett, Karen Oldroyd, Jessica Nichols, Danielle Munn, Bill Waite, Sharon Sears. **ABSENT:** Angela Arthur, Katie Zehr, Jamie Roberts.
- **ADOPTION OF AGENDA:** Danielle moved, Bill 2<sup>nd</sup>, **MOTION APPROVED.**
- **PRIOR MEETING MINUTES:** Bill moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.**
- **CORRESPONDENCE:** None
- **DIRECTOR'S REPORT:** Winter break schedule up on social media. Saturday story time is well received and will continue through May. Scheduled community room usage is increasing. Discussion was had on options for new printer/copier. Vote to follow in new business. Bill moved, Shannon 2<sup>nd</sup>, **MOTION APPROVED.**
- **TREASURER'S REPORT:** January report and the end of year Quarterly report was presented. Danielle moved, Jamie H. 2<sup>nd</sup>, **MOTION APPROVED.**
- **COMMITTEE REPORTS:**
  - **Building and Grounds:** Committee meeting February 19, 2020 at 6pm.
  - **Fundraising:** Committee meeting following board meeting.
  - **Garden Tour:** Andrea Lee helping. Carmen a gardener, getting confirmation. Danielle will help with map and pamphlets. Bill publicity. Meeting to be held soon.
  - **Finance:** Committee met with RBC brokerage firm to discuss options and transfer of our investments. Funds will be transferred and nothing changes. A review will take place twice a year and a more diversified portfolio will be organized to show risks and plans for developing investments. Then plans will be presented to board for approval. A motion was made to allow RBC to transfer our investment accounts and become our investment firm. Bill moved, Danielle 2<sup>nd</sup>, **MOTION APPROVED.**
- **UNFINISHED BUSINESS:**
  - **Computers:** Waiting on NCLS.
- **NEW BUSINESS:**
  - Angela Arthur resigned. Looking for a replacement for board position.
  - **PRINTER:** A motion was made to purchase a color printer/copier/scanning/fax machine through ABS which includes a five year contract for toner, service and warranty. Danielle moved, Bill 2<sup>nd</sup>, **MOTION APPROVED.**
- **NEXT MEETING:**
  - Tuesday **March 10, 2020** at 6pm. In the conference room at the Library.
- **ADJOURNMENT:** 7:16pm. Jamie H. moved, Danielle 2<sup>nd</sup>, **MOTION APPROVED.**
- **DRAFT:** (2/13/2020) to be submitted for approval **March 10, 2020** at the board meeting.