

**Bethany Library Association (BLA) Clark Memorial Library (CML) -- Library Board Meeting**  
Tuesday, January 26, 2021

**ATTENDANCE:**

Gayle Bogel (Library Director)	Susan Hartnett
Betsy Thornquist (President)	Mark Hawes
Sheila Lane (Treasurer)	Helen Hawes
Calico Harington (Secretary)	Steve Massey
Meghan Gallagher	Kathy Zollo

**ABSENT:** Jenny Turner (Vice President), John Pellicano

**Meeting was called to order at 7:05 by Betsy Thornquist, President**

**Action Item 1: Endowment Update (Steve Massey)**

The balance as of last night's close was \$477,958. Has moved into a conservative strategy. Will shift some funds (\$10,000-20,000) from a position to infrastructure.

**Action Item 2: Budget Review & QuickBooks (Gayle)**

Gayle presented a summary budget and draft plans for presenting it to the Board of Finance on Friday, January 24.

The library is in the process of moving from Quickbooks Desktop to Quickbooks Online, to streamline bookkeeping and bill paying.

**Action Item 3: Staff well-being (Gayle)**

Staff member with COVID is recovering and will be returning next week on a reduced schedule. The staff who are currently eligible for the COVID vaccine are being vaccinated. The final definition of frontline essential worker for Phase 1B vaccination is still forthcoming from the State, but it may include librarians.

**Action Item 4: Resolution to sign the contract for the Children's room**

A resolution to let Gayle sign a contract representing the library was read into the minutes:

*RESOLVED, that the duly elected/appointed Library Director is empowered to execute and deliver in the name and on behalf of this organization a certain contract with the Connecticut State Library, State of Connecticut, for a State Public Library Construction Grant.*

Meghan moved to accept the resolution, and Susan seconded the motion. All voted in favor, none opposed; none abstained.

**Action Item 5: Children's Room Task Force**

The task force currently consists of Betsy, Gayle, Meghan, and Mark. Kathryn Sylvester has also been invited to join. We should also find someone with construction experience to join the task force.

Sheila made a motion to constitute a task force to direct the construction of the children's room. Mark seconded the motion. All voted in favor, none opposed; none abstained.

**Action Item 6: Update on pollinator pathway/brick design (Gayle/Kathy)**

Gayle shared Geographic Information System (GIS) data of library property and a variety of design ideas from landscape designer Nancy Seaton. The vegetation is existing and Nancy can provide filler bricks.

The budget includes limited funding for maintenance, so volunteers will be needed. Master Gardeners might be willing to do maintenance on a pro bono basis.

Kathy gave an update on brick sales. 70 bricks have been sold so far. Nancy Seaton's mother designed the town seal, so it would be a nice gesture to include a brick with the town seal.

**Action Item 7: Committees – Updates, upcoming plans**

Buildings & Grounds - John & Mark. The thermometer sign has been renovated. Eversource will not be trimming trees near the utility poles, so we will need to arrange for trimming. The electric component of the HVAC system should be updated. It would be a good idea to have companies come in and give quotes.

Governance - Betsy, Jenny & Meghan. No update.

Development - Betsy, Sheila, Calico & Susan. The development committee has established a calendar for the year to help with pre-planning.

**Consent Agenda:**

1. December minutes
2. Director's Report

Susan moved to accept the consent agenda, Meghan seconded the motion. All voted in favor, none opposed; none abstained.

**New Business:**

- The next regular board meeting is scheduled for 7:00 pm on 02/23/21.

**The meeting was adjourned at 8:18 pm.** Meghan moved to adjourn the meeting. Calico seconded the motion. All in favor; none opposed; none abstained.

BLA Meeting Minutes January 2021

Meeting minutes were prepared by Calico Harington