

**Bethany Library Association (BLA) Clark Memorial Library (CML) -- Library Board Meeting**  
Tuesday, April 27, 2021

**ATTENDANCE:**

Gayle Bogel (Library Director)  
Betsy Thornquist (President)  
Sheila Lane (Treasurer)  
Calico Harington (Secretary)

Meghan Gallagher  
Susan Hartnett  
Mark Hawes  
Helen Hawes

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

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

**Action Item 1: Review and Approve – Collection Policy and Reconsideration Form (Betsy)**

Betsy presented the Collection Policy and Reconsideration form. They are part of a professional presentation and may be necessary for grants.

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

Susan moved to accept the form, Mark seconded the motion. All voted in favor; none opposed; none abstained.

**Action Item 2: Annual Fund**

Progress (Gayle) - We are at approximately 80% of our goal. Gayle is updating the thermometer.

Thank you notes for 2021 donations (Betsy) - Betsy has bundled up cards into sets of 6 with names/addresses, stamps and suggested wording. She will put them on the front table at the library for board members to pick up.

**Action Item 3: Great Give Update (Gayle)**

The Great Give will be May 4-5. We have already received \$5054. Each board member is encouraged to set up a fundraising page and share it with at least 3 people.

**Action Item 4: Approval – electrical repair (Gayle)**

Two big electrical units are being replaced. The proposal mentions two different things -- a constant speed handler and a variable speed handler. Mark has reached out to see which is correct. The quote may change depending on the answer.

### **Action Item 5: Progress on moves for Children's Room (Gayle)**

Construction - The building task force is working on identifying a project manager. The project manager may be a retired librarian or the current director. Half of the carpeting is being replaced. The remainder will be cleaned.

Maintaining & Adapting Services - The children's collection will be relocated within the building, rather than stored. Adult materials are being relocated to make space. Every inch of space is being used. The Young Adult space will be used as the transitional children's space. The construction is likely to take a while, so it is important that everyone is comfortable in the interim space. The staff will be able to move all the materials. Dorothy has cleaned and re-covered all of the children's books.

### **Action Item 6: Committee Updates**

- Governance -
  - No social media policy needed. Social media is already mentioned in the employee handbook.
  - Next up – meeting room policy. Should it be open to all or should there be any restrictions?
- Development
  - Legacy Fund - Continuing to work on developing a gift acceptance policy
  - Donor Event - Tentatively planned for outdoors in July. The best time would be after 4:00 pm on a Saturday. A tentative date of July 10 was set.

### **Consent Agenda:**

1. March minutes
2. Director's Report
3. 990 Tax Form

Meghan moved to accept the March minutes and Director's Report, Susan seconded the motion. All voted in favor; none opposed; none abstained.

Calico moved to accept the 990 Tax Form, Meghan seconded the motion. Six voted in favor, none opposed; one person abstained.

### **New Business:**

- The next regular board meeting is scheduled for 7:00 pm on 05/25/21.

**The meeting was adjourned at 7:46 pm.** Calico moved to adjourn the meeting. Mark seconded the motion. All in favor; none opposed; none abstained.

Meeting minutes were prepared by Calico Harington