

**MT LEBANON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING**

Tuesday, January 19, 2021 at 7 p.m.

Approved Minutes

1. **Call to order:** The virtual meeting was called to order by E. Jones at 7 p.m., followed by a moment of silence in memory of David McKibben, president of the Friends of Library, who passed away recently.
2. **Members present:** Evan Jones, Eve Reynolds, Marcia Taylor, Sally Taylor, Lorna Kearns, Chris Menand, Mary Menk

Commission Liaison: Leeann Foster

Municipal Manager: Keith McGill

Staff: Robyn Vittek

Observers: Susan Tracy and Eileen Jacobs of the Friends

Since this was the first time three new board members present at the meeting, everyone present introduced him/herself.

3. **Approval of agenda:** Upon motion by S. Taylor and seconded by M. Taylor, the agenda items were unanimously approved.

4. Comments from Observer:

Susan and Eileen of the Friends:

- . David's passing has left a big shoe for us to fill.
- . The Book Cellar is closed due to COVID. But the online sales are doing well (generating app. \$6,000).

Keith:

- . Welcome to new board members.
- . Grateful for David, a very decent person, for his contribution to the Library.
- . The Library is one of the most valuable assets of the community and is in good hands.
- . Glad to be a resource for the Library and its Board.

5. Commission Liaison:

Leeann:

- . Welcome to new board members.
- . Tribute to David, a man of hope and commitment.
- . Working on equal opportunity and diversity in the community. The Library can be part of the effort and play an important role in community building.
- . The Commissioners awarded the Library roof replacement project at the last meeting.

6. President's Report:

E. Jones ceded his time to later discussions.

7. Treasure's Report:

M. Taylor:

- . The discussion will focus on the December(fiscal year-end) report.
- . Highlights of 2020 on the finance:
 - . RAD contribution initially decreased. But thanks to CARES Act funds, the Library received slightly more than budgeted.
 - . Contribution and contributions from the Friend's fell.
 - . Overall the Library managed an amount of \$15,000 ahead of the budget, while providing sustained services and no layoffs.
 - . Revenue exceeded expenses by \$189k, most of which will be used to balance 2021 budget.
- . 2021 budget:
 - . Expecting a rough year ahead.
 - . RAD contribution might be down by 5-12%.
 - . Thankfully, appropriation from the Municipality increases about \$90k (thanks to Robyn, Evan, Hilary and Leeann).
 - . The Library is required to have a balanced budget. When necessary, will use the extra funds from 2020 and Memorial Funds to balance the budget.

Robyn:

- . Possible reductions in almost all revenues.
- . As a municipal entity, any extra funds left in the year end will go back to the Municipality.
- . Expecting a sharp increase in E-resources. Will share more information on E-resources later.

Upon motion by M. Taylor and seconded by S. Taylor, the Board unanimously approved to file the November and December financial reports for audit.

8. Director's Report:

Robyn:

- . Since mid-November, the Library has been offering various closed-door services including contact free pickup. Staff are busy adapting and meeting patron's needs.
- . Overall, the staff did a good job in 2020, providing continuous service despite the restrains of COVID.
- . Will discuss later on the direction of service.

9. Old business:

- . No committee report.
- . The status and function of existing 4-member committees:

1. Governance Committee;
2. Fundraising Committee;
3. Garden Tour Committee.

New members are welcome to join the committee that most interests them.

. Will appoint a board member as the liaison to the Friends.

Robyn:

. As the stay-at-home advisory is no longer in effect; COVID cases are stabilized; there are sufficient safety protocols in place, the Library prepares to expand services, including in-house browsing (by appointment) and pickup, possibly as soon as next Monday.

. Board members are encouraged to visit in person and share their thoughts.

10. **New business:**

Strategic Plan

. Right timing for a Strategic Plan:

. No SP for the Library since 2006. Currently the "Principles of Excellence" doesn't shine light on the directions of the Library.

. An updated SP will timely integrate in the Municipality's 2025 10-year Comprehensive Plan.

. Board retreat:

. Hopefully to be held virtually in the first quarter of the year.

. Will include representatives from the Municipality and Friends.

. Hoping to have some consultants/strategic planning experts involved, too.

11. **Advocacy Moment:**

Another lively discussion on a variety of paper and e-books and TV programs. A great way to get to know each other and wrap up the meeting.

12. **Adjournment:**

Upon motion by S. Taylor and seconded by C. Menand, the meeting was adjourned at 8:30pm.



Eve Reynolds, Interim Secretary