

Gowanda Free Library Board of Trustees
Minutes, 18 December 2020

The Trustees of the Gowanda Free Library met Friday, December 18, 2020 in the community room of the library with one member attending virtually. Present were Mindy Purdy, President; Wendy Greco, Treasurer; Evon Lloyd, Secretary; Hayley Wilkins, Director. Excused was Kim Warrior. The meeting was called to order at 3:28 PM by Mindy Purdy.

Motion carried to accept the minutes of the November 20, 2020 meeting as printed.

Motion carried to receive the Treasurer's report.

Profit and loss statements were reviewed.

The current balance of available funds as of November 30, 2020 is \$15,107.81.

A federal tax related check for \$6,200.14 was received.

Motion carried to accept the Director's Report. It was noted that 2/3 of the time since the previous meeting the library was closed due to Covid 19.

Motion carried to add Evon Lloyd as signatory on all Gowanda Free Library financial accounts with Community Bank NA, including the Safety Deposit Box.

Motion carried to permit Hayley to set holiday hours for the rest of 2020.

For information:

The Board undertook review and amending of the first reading of a Personnel Policy as presented by the Director. The amended policy will be adopted at the January Board meeting.

A Hiring Policy and a Trustees Policy will be drafted and presented for review.

Notice was taken that it is soon time for the 6 month evaluation of the Director. Mindy agreed to provide an evaluation form for the board's use. The Board will meet with the Director at some point yet to be determined between this meeting and the January regular board meeting.

The 2021 Budget as prepared by the Director was reviewed.

At the January Board meeting consideration of the investment account will be given in regard to the overall budget and planning for 2021.

Motion carried to adjourn the meeting at 5:08 PM.

The next regular board meeting is scheduled for January 15, 2021 at 3:30 PM.

Respectfully submitted,

Evon Lloyd
Secretary, Pro Tem