

Board of Trustees of the Gowanda Free Library
Meeting Minutes of September 18, 2020
3:30 PM

The September 18, 2020, regular meeting of the Board of Trustees of the Gowanda Free Library was called to order at 3:33 PM by Acting President, Mindy Purdy. There was a quorum present. Board members in attendance were Mindy Purdy, Wendy Greco, and Evon Lloyd. Also present were Jan Dekoff, Executive Director CCLS; Hayley Wilkins, Library Manager; Jacob Milius, Library Clerk; and guest David Swift.

A motion carried to approve the minutes of the August 14 and August 20 meetings. An updated contact list was distributed to the Board Members and Manager.

A motion carried to receive the Treasurer's Report. Information was shared in regard to the Lincoln Group review to be held in January; the quarterly meetings with the accountant will continue; the library's electric bill was reviewed and NYSEG now serves as electric supplier; meetings between the treasurer and manager will continue every other week instead of weekly.

The Library Manager's Report was received which included the information that Deborah Harris has been hired as Library Page.

In regard to unfinished business it was determined that the board members will review the By-Laws prior to the October meeting with information shared by Jan Dekoff and Hayley Wilkins in regard to specific areas needing attention. The members will be prepared to revise the By Laws as necessary; Credit Card and Volunteer Policies will also be reviewed at the October meeting. A Money Management Policy was reviewed, revised and will be adopted at the October meeting. A Petty Cash Policy was adopted as presented.

Information shared under new business included plans for participation in the Gowanda Fall Fest on September 26; arrangements are being made for the building gutters to be cleaned; conversation is taking place in regard to murals for the library walls; donation incentives and fundraising.

The meeting was adjourned at 5:00 PM. The next meeting is scheduled for Friday, October 16, 2020 at 3:30 PM at the Gowanda Free Library

Respectfully Submitted,
Evon Lloyd, Secretary Pro Tem

New Business

Adjourn

Next Meeting: October 16, 2020; 3:30 PM