Erving Public Library
Library Trustee Meeting Meeting
November 20th at 5:30
Held at the Erving Public Library
17 Moore Street, Erving, MA 01344

Called to Order Meeting called to order at 5:45 p.m. Present: Mackensey Bailey, Dan Hammock, Rupert Roy-Clark, Trustees; Barbara Friedman, Director; Becky Hubbard, Friends of EPL

Approval of Minutes postponed

Reports
- Friends’ Report – Becky Hubbard, Friends President October—wreath making; November Thanksgiving decorations; gnome coming up. Raffle starting Sunday, ending 12/8. Applied for Cultural Council Grant Cheryl Fay, Historical Women: Laura Engles Wilder, Susan B. Anthony; Trivia Night Feb 1 at the Elks w/ Fundraising Committee. Zydeco @ Wendell Coffee house in March, with Fundraising Committee. Friends Account new building account (from Friends/Fundraising Committee) $8,170.15 as of 11/20/19.
- Librarian’s Report – Barbara Friedman, Library Director see new business section
- Committee Reports: Building Committee/Fundraising - Rupert Roy-Clark, Trustee New Building Change Order Log of 11/14/19. Landscaping: Town Enhancement Grant has a little remainder, converted into landscaping plants which may become available for Library. Should we reach out to Conway School of Design? Currently have raised about $28,200 including the Friends portion.

New Business
- FY21 Budget Approval Proposed Budget was discussed and amended. Motion to accept Proposed Budget of $146,259 made by Rupert, seconded by Dan. Passed unanimously.
- FY21 Capital Budget Approval Motion to approve Capital Plan by Mackensey, Seconded by Dan. Passed Unanimously
- IT Proposals for new library note: select board has approved networking hardware contract; computer hardware is down to two vendors.
- Vote S for FF & E: Motion by Rupert to approve an amount not to exceed to $8,000 from the EPL Building Donations Account to make up the difference between Selectboard approved amount and the revised total on the Demco, Moduform and AIS furniture lists after fabric selection and minor changes in the furniture list were made by the Building Committee. Seconded by Dan. Approved unanimously.
- Set date for Grand Opening: Proposed Date Sunday, March 29, 2020
- Begin review of behavior policy postponed
- Sign timesheets, bill schedule done

Next Meetings:
Monday, December 9 Monday at 5:30 pm at the Library
Sunday, January 5 at 4 pm at the Library
Monday, January 6 7:00 at Senior/Community Center

Adjournment: Mackensey made the motion at 8:46, seconded by Dan, passed unanimously

Future Agenda Items
- Director Annual Review-Tabled from last meeting
- Policies – Approval of Meeting Room Policy
- Acceptance of in-kind gifts (desk, chair, art, etc.)
- Donor Recognition, plaques, etc.

Respectfully Submitted

[Signature]