

Ellington Farman Library Board Meeting

Minutes For September 25, 2023

Present: B. Speas, A. Hitchcock, M.J. Griffith, S. Cala, D. Csorba. D. Storey,
C. Wragge, D. Young

Excused: J. Whittaker

Agenda	Discussion/Decision	Status
Call to Order	Called to order by B. Speas at 7:08 pm.	
Guests	None.	
Secretary's Report	Minutes previously distributed by email. Motion by M.J. Griffith to approve report as submitted; 2 nd : A. Hitchcock.	Approved.
Treasurer's Report	Previously distributed by email. Reviewed in detail. Folder of bills received and paid and most recent bank statements available for Trustee review. Motion by A. Hitchcock to approve report as distributed. 2 nd : S. Cala.	Approved.
Library Director's Report	Previously distributed by email. Director not in attendance. No questions expressed regarding the report. Motion by C. Wragge to approve report as distributed. 2 nd : D. Csorba.	Approved.
Budget & Finance	Profit and Loss Budget vs Actual for 2023 and Profit and Loss Budget Overview for 2024 distributed previously by email. Details reviewed and discussed. Motion by M.J. Griffith to approve Budget as proposed; 2 nd : C. Wragge.	Approved.
Building	Furnace Service: Completed by Ridout's for Fall service. Service for A/C to be completed next Spring. Snow Removal: Need to find someone to shovel snow for the Library this Winter.	
By-laws	No action required this month.	
Fundraising	Can & Bottle Collection Report: Profit for Fall Collection = \$105.50. Profit for the year = \$367.40. Chicken BBQ Report: Profit to date = \$1046.82 with more to be added. Election Night Dinner Plans: Pre-order, take-out only. Consensus to charge \$12 for Adult Dinner and \$4 for Children. Work schedule and donations lists completed. List for phone calls distributed.	

Library Grants	No action to report.	
Nominating	No action to report.	
Ad Hoc Personnel	No known issues.	
Ad Hoc Sustainable Revenue	Collecting information from other libraries.	
Ad Hoc Centennial Celebration	Committee met since last Board Meeting. Plans are in progress. Still collecting ideas.	
Old Business	Chairman Coverage for November - April: Building - M.J. Griffith volunteered to cover. Fundraising - Current Committee will meet to develop schedule for 2024. Full Board will be responsible for implementing. Centennial Celebration - B. Speas volunteered to cover.	
New Business	Reminder - All Trustees need to complete the Sexual Harassment Training in addition to the other two-hour training requirement. Can be done online. Christmas Gift Cards for Staff - Consensus as follows: J. Whittaker - \$300; S. Sischo - \$50; L. Rickard - \$25.	M. Griffith to obtain.
Adjournment	Motion to adjourn by B. Speas; 2 nd : C. Wragge. Adjourned at 8:15 pm.	Approved.

Respectfully submitted,
Delores E. Young, Secretary