

**Aquinnah Public Library Trustees' Meeting**  
**Draft Minutes**  
**Thursday, July 30, 2020**

**Meeting Convened:** 9:10 a.m.

**Present:** Heidi Vanderhoop, Faith Vanderhoop, Margie Spitz, Trustees and Rosa Parker, Acting Library Director

**Previous Minutes:** Minutes of June 25<sup>th</sup> meeting were amended and approved by Heidi. Faith did not attend so could not vote. Amendment requested in New Business, #3, to specify that Heidi had requested that we address only one or two sections of the six outlined in the Duties and Responsibilities chapter of the Trustees Handbook at each meeting.

**Gifts:** None.

**Old Business:**

1. Rosa reported on current book handling status: State delivery was resumed about 3 weeks ago and all Island libraries are managing contactless distribution in a coordinated way. Books and materials are quarantined for 6 days before being processed by employees. No further sanitizing is considered necessary. Library directors agreed at a meeting of the MV Library Association, that this will continue through Labor Day at which time the protocol will be reassessed. Island schools expect to present a statement on August 1<sup>st</sup> and this will help to determine library response.
2. The cleaning company hired by the town will be deep cleaning the library once a week. They cleaned for the first time yesterday, July 29<sup>th</sup>, but Rosa has not yet been in to check the job done. Rosa is not sure how this will affect Natalie's position and will speak to Jay about it. Margie again requested a copy of the contract with the cleaning company.
3. It was decided to begin discussion of Trustees' duties and responsibilities at the August meeting under old business. Heidi has sent the link for pages 20 – 25 to all of us to look over before the next meeting.

**New Business**

1. FY2020 General Fund expense report discussed. Rosa said report was prepared from her records of orders through June 30, 2020. Emily has not given her a FY2020 expenditure report to cross check. No expenditure report was presented for any of the special revenue funds. Rosa said that expenditures from the gift fund were all reimbursed by the Friends group. She presented receipts to them and a check was then given directly to the Treasurer. She thought that the Treasurer then created a turnover sheet and gave Rosa her copy, but she wasn't always sure. She and Heidi said that this method had been instituted about 5 years ago by the Friends and

no one had corrected them. Any other incidental gifts did come through Rosa and were turned over to the Treasurer in the required way.

Heidi said she wanted to be sure that the Friends had actually reimbursed the Library for the purchases Rosa made on their behalf from the Gift Fund. Margie said she wanted to see the protocols required by the state and DOR put back in place since they provided a system of controls to make sure that revenues were credited to the proper accounts. She reminded everyone that thousands of dollars in revenues were not credited to the library when she first resumed as a Trustee and examined the accounts of the previous years. Heidi will contact Molly Purves to ask that the library be notified every time money is given to the Treasurer.

2. Margie asked for a copy of the final FY21 budget approved at town meeting.
3. Rosa will begin work on the ARIS and Financial Reports which are due in September.
4. A power outage affecting the Town offices and library occurred on Tuesday when solar equipment installation resulted in the lines being cut. The library was still having issues as a result of that outage, but Jay told Rosa that Eversource was working on it as we were meeting.
5. It was motioned and approved to establish the last Thursday of every month at 9:00 a.m. as the regular time for Library Trustees to meet.

**Next Meeting:** August 27, 2020 at 9:00 a.m.

**Meeting Adjourned:** 10:10 a.m.

Respectfully submitted,

Margie Spitz, Secretary