

**Wollaston Public Library
December 4, 2020
Library Board Meeting Minutes**

Minutes Approved by: Original signed by Roxanne Lambert, Chair

Date: April 29, 2021

Meeting Date: December 4, 2020

Present: Roxanne Lambert, Chair
Lawrence Wardroper
Traci Morrison
Lynn Kruger
Darlene Colton

Staff: Temple Cameron, CEO/Librarian

Regrets: Jenn Rush

Absent: Robynn Ripley

1. Meeting called to order at 10:00 a.m.

2. Approval of Agenda as amended

Moved by: Lynn
Seconded by: Lawrence Carried

3. Conflict of Interest: No conflict of interest declared.

4. Approval of Minutes of the meeting held November 6, 2020:

Moved by: Traci
Seconded by: Darlene Carried

5. Business Arising from Minutes of the November 6 Meeting

Discussion Seeking funding for Online Programming Proposal

Update Pay Equity (Roxanne)

Next Steps Strategic Planning

Moved by: Roxanne

Seconded by: Robynn Carried

6. CEO Report

- Operations Update Report: The CEO provided information:
 - a synopsis of the webinar on charitable status, reviewing the pros and cons of remaining a non-profit organization versus applying for charitable status.
 - Plans to replace two computers at the library, financed with a donation from FOWL.
 - Provided a proposed schedule of library open hours over the Christmas break.
 - a review of library achievements for 2020, which will be incorporated in the annual report.

Board moved to accept the operations report:

Moved by: Roxanne
Seconded by: Darlene Carried

- Circulation / Statistical Report

Board moved to accept the circulation / statistical report:

Moved by: Traci
Seconded by: Darlene Carried

- Financial Reports

Board moved to accept the monthly balance sheet:

Moved by: Roxanne
Seconded by: Traci Carried

Board moved to accept the budget variance report:

Moved by: Lawrence
Seconded by: Traci Carried

7. NEW BUSINESS

- Provide Zoom phone numbers on board meeting notices: The board requested that a Zoom phone number appear below the Zoom meeting link in the next board meeting notice.
- Discussion QuickBooks software: The board will consider adding the purchase of QuickBooks into the budget for next year. The CEO speak with other library CEOs, and report back if options other than QuickBooks are suggested.

8. Date for Next Meeting: The next regular Wollaston Library Board meeting will be held at 10:00 a.m. on Friday, January 15, 2021. This meeting didn't occur. Next meeting was held April 29, 2021.

9. Adjournment

Moved by: Darlene

Seconded by: Traci

Carried