**Winchester Public Library**

**Board of Trustees Meeting Minutes**

**February 2, 2021**

**Present:** Merrilyn Fedder, Janet Gant, Carol Sipes, Gina Glossop, Andie Fundel, R.J. Paslay, Alice Ballard, John Coonrod and Head Libraian, Darlene Smith.

**Absent:** Robin Lyons

**Minutes:** Chairwoman Fedder opened the meeting at 7: 00 p.m. and there were no public comments. The minutes were approved as presented.

**Financial Report:** Carol presented the Financial Report and the report will be filed for audit.

**Librarian’s Report: T**he library received a donation from “Bound to Stay Bound”, to be used for the library addition. Darlene presented bills for the month of January in the amount of $2,799.19. Gina made a motion to pay the bills, seconded by Alice. Roll call vote, all yes.

**Committee Reports:**

 **Building and Grounds:** Darlene stated the lid on the outside drop box does not always close tightly, allowing rain to seep in and cause damage to books. The U.S. flag is now lighted with a solar spot light. The city repaired two broken window panes in the basement.

**Policy and Personnel:** None

**Grants:** The “Back to Books” grant should be spent by June.

**Computers:** All computers have been updated to Windows 10 and a new version of Clean Slate.

**Correspondence:** None

**Building and Construction:** Greg Hillis met with Merrilyn, Gina, Carol, Janet and Darlene on January 22, 2021 at the library. Items discussed were adding a basement with a doorway; drainage; and a separate heating system in the new addition. The ceiling height in the new addition will be the same as the present children’s room and we will try to match the light fixtures. Consensus was to add outdoor lighting in the back for security. The property line for the new addition needs to be verified. The time line for submitting the building design is March 1, 2021.

There was discussion to provide space for a utility closet and mop sink for the janitor, who gets water from the basement spigot.

**Old Business:** The board will consider a full opening for the library in the spring, after more vaccines have been administered.

**New Business:** Darlene is planninga Summer Reading Program in July for 3-4 weeks. Initial plans are to have two days a week and to divide the children into groups.

**Book Suggestions:** Gina – “How the One-Armed Woman Sweeps Her House” by Cherie Jones

 Merrilyn – “The Four Winds” by Kristin Hannah

 Janet – “The Last Garden in England” by Julia Kelly

 “A Party to Remember” by Tim Tebow

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