**Regular Meeting Minutes**

**Monday October 18th, 2021**

***1. Opening of the Meeting***

**1.01 - Call to order and roll call -** *The meeting was called to order at 7:00pm by Mrs. Carson*

Present: Mrs. Carson, Stephanie DaSilva, Joe Young, Anne Clancy, Adriana Romano

Also Present: Director Tim Prendergast, Elizabeth Attard, Louis F. Cainkar Ltd., Anna Wiszowaty, Baker Tilly

Absent: Mrs. Wells, Mr. Cummings

**1.02 - Approval of minutes of the September 19th, 2021 Regular Board Meeting**

Motion to approve the minutes of the September 2021 Regular Board Meeting. Motioned by: Mrs. Carson, Seconded by: Mrs. DaSilva - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young

**1.04 - Public Comment**

None

***2. Reports***

**2– Financial Report**

Motion to approve the financial report. Motioned by: Mrs. Carson, Seconded by: Mrs. Romano - Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young

**2.02 – Attorney’s Report**

* Levy upcoming

**2.03 - President’s Report**

No Report

**2.04 - Director’s Report**

* Webinars/Meetings
* ILA Conference
* SWAN Compliance and card expirations
* Grants
* Committees
* HR Files

***3. Discussion***

**3.01 – Discussion on Building Updates**

* Door decals for board members
* Vent cleaning and cleanliness of air in building
* Small roof leak

**3.02 – Discussion on Staff Day**

* 12/3 RAILS Systemwide event
  1. **– Discussion on Calendar Dates**
* Dates for 2022 Holidays

**3.04– Discussion on Operational Issues**

* Possible December Regular Meeting or Special Meeting
* Holiday Party
* Banking Fees
  1. **– Discussion on Grants**
* Secured $30,000 grant for Expanding Digital Inclusions
* Live and Learn Grant

***4. New Business***

**4.01 – Approve/Deny Staff Day Closure**

* Motion to approve library closure on 12/3. Motion to approve Mrs. Carson. Seconded by Mrs. Clancy. Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young

**4.02 – Approve/Deny TBS Scan Station Invoice**

* Motion to approve TBS invoice for $1,095.00. Motion to approve Mrs. Carson. Seconded by Mrs. DaSilva. Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young

**4.03 – Approve/Deny Roof Quote**

* Motion to approve Care Roofing estimate of $1,895.00 pending corrected address/date on quote. Motion to approve Mrs. Carson. Seconded by Mrs. Romano. Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young
* General maintenance, patch repair, caulking

**5. Adjournment**

**5.01- Next meeting Date-November 15th, 2021 at 7:00pm**

**5.02 - Adjournment of the Meeting**

* Motion to adjourn the meeting. Motion to approve Mrs. Carson. Seconded by Mrs. Clancy. Ayes: Mrs. Carson, Mrs. DaSilva, Mrs. Clancy, Mrs. Romano, Mr. Young

*Meeting Adjourned at 7:43 pm*

Minutes prepared by: Joseph Young