

**BRIGHTON MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

**APPROVED MINUTES
August 19, 2020**

PRESENT

Linda Rapkin
Ruth Scott (by phone)
Andrea Koch
Harriet Seigel
Joan Swanekamp

Jennifer Ries-Taggart

NOT PRESENT

Jason DiPonzio
Hinda Miller

Ms. Rapkin, President of the Board, called the meeting to order.

I. MATTERS OF THE PRESIDENT

Ms. Rapkin expressed her appreciation to Ms. Ries-Taggart for her excellent preparation of the Library budget presentation to the Town Board.

On behalf of the Board, Ms. Rapkin thanked the Friends for all the financial support they've given the Library including the recent support of the foyer renovation project, the 2020-2021 programming, and the Annual Campaign.

Ms. Rapkin introduced the need for hand-sanitizer dispensers in the public areas of the Library and requested that the Board approve using Gift Fund money for this expense. Ms. Seigel MOVED and Mrs. Scott SECONDED THE MOTION to approve the purchase of seven free-standing hand-sanitizer dispensers and fourteen Purell refills at a cost of \$2,261.00 using money from the Gift Fund. THE MOTION WAS CARRIED UNANIMOUSLY.

Having no further Matters of the President, Ms. Rapkin moved to the Approval of Minutes.

II. APPROVAL OF MINUTES

The Minutes of July 20, 2020, were distributed for review and approval. Ms. Swanekamp MOVED and Ms. Seigel SECONDED THE MOTION to approve the Minutes of July 20, 2020. THE MOTION WAS CARRIED UNANIMOUSLY.

III. ACTION ITEMS

The Recommendation for Authorization to Enter into Professional Services Contract for 2020-2021 Annual Campaign Printing and Mailing was submitted for approval.

Ms. Swanekamp MOVED and Ms. Koch SECONDED THE MOTION to approve the Recommendation for Authorization to Enter into Professional Services Contract for 2020-2021 Annual Campaign Printing and Mailing. THE MOTION WAS CARRIED UNANIMOUSLY.

There being no further Action Items, Ms. Rapkin moved to the Approval of Bills.

IV. APPROVAL OF BILLS

The List of Bills for August 2020 was submitted for approval in the amount of \$19,318.29. The List of Gift Fund Bills for August 2020 was submitted for approval in the amount of \$4,564.02. Ms. Seigel MOVED and Ms. Swanekamp SECONDED THE MOTION to approve the List of Bills and the List of Gift Fund Bills for August 2020. THE MOTION WAS CARRIED UNANIMOUSLY.

V. OTHER BUSINESS

There being no further business, Ms. Seigel MOVED and Ms. Swanekamp SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Ms. Rapkin adjourned the meeting.

Respectfully submitted,
Kathy Whitbeck

DATES TO REMEMBER:

September Board Meeting

September 21, 2020, at 4:30 PM