

## CORTLAND LIBRARY BOARD

### Meeting Minutes

December 16, 2020

Present: Heather Black, Rich Bliss, Vicki Haier, Ashley Hartness, Harlan Hawkins, Theresa Nordquist, Judy Olsen, Sharon Urban

Absent: None

Meeting called to order by Ashley Hartness at 7:01pm.

Consent agenda for the December meeting-motion made.

Motion: Rich Bliss            2nd: Sharon Urban

- Current meeting agenda for December 16.
- Minutes from the November 18 meeting.
- Treasurer's report.

### LIBRARIAN'S REPORT

- Report reviewed and discussed.
- The Santa Parade, which travelled down every street in town, was well received.
- The Snoopy dog house from the library's float will be available outside of the library for picture taking.
- The parade is planned for next year.

No hearing of citizens.

### UNFINISHED BUSINESS

- Covid-no new updates.
- Building improvements-Heather Black has begun getting estimates on needed improvements.
- We are waiting on a response from the town for direction in applying for TIF funds.
- Continued with review and discussion of the Policy and Procedure Handbook.

### NEW BUSINESS

- Review and discussion of "Serving Our Public 4.0" Checklists discussed and suggestions made.
- Review of Chapters 9-13 from the Policy and Procedure Handbook for the January 16th meeting for completion.
- Motion and approval of Board meeting dates for 2021 by voice vote.

Motion: Theresa Nordquist            2nd: Vickie Haier

- Motion and approval of 2021 holiday closures by voice vote.

Motion: Harlan Hawkins            2nd: Theresa Nordquist

- AED-discussion of information presented. Heather Black will review and email pertinent information to all board members. Discussion will be held at the January meeting as to funding and purchase.

ADJOURNMENT AT 8:25pm.

Motion: Judy Olsen            2nd: Vickie Haier

Respectfully submitted,  
Judy Olsen