

The Community Library
Board of Trustees Meeting
December 10, 2020

Call to Order:

As a quorum was present, Vice-president Julia Walter called the meeting to order at 1:06 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Absent: John Scott

Additional Agenda Items:

Ms. Zimmer requested the trustees go into executive session to discuss a personnel item during the Personnel Committee report.

Minutes:

Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to accept the November 2020 minutes.

Director's Report:

Ms. Zimmer has submitted the SEEC grant for chrome books and a charging station.

A law has been enacted that stipulates employees are entitled to a maximum of fourteen days paid leave to care for family members ill with Covid. Ms. Zimmer is revising staff payrolls to reflect this.

The library had 512 patrons during the month of November. This was an average of 34 patrons per day. Also, there has been an increase of curbside pickups.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-November 2020. After discussion, it was decided to move \$115,000 from The Bank of Richmondville to the Keybank which will be used to pay Ambient.

Ms. Carpenter indicated that she had reviewed the bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Ms. Clark, and was unanimously approved to pay the bills.

Sanding Committee Reports:

Finance:

Ms. Carpenter indicated that the committee and Ms. Zimmer are developing the 2022 budget.

Following state guidelines, Ms. Carpenter and Ms. Zimmer are dividing the bookkeeping and treasurer responsibilities .

Facilities:

Ms. Zimmer will be purchasing a large mailbox and will no longer rent a post office box. Ms. Zimmer has contacted a locksmith to repair the key locks or perhaps install a number pad.

Mrs. Sand suggested we contact Adirondack Junk Luggers to question the feasibility of using their service to empty the annex.

Mr. Hotopp mentioned that there are several boxes with books that are in the annex which should be disposed

The trustees discussed New Wave Landscaping increase from \$470 to \$500 per month for their service.

Personnel:

Ms. Walter made a motion, seconded by Mrs. Ashworth, and was unanimously approved to go into executive session to discuss a staff member. Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to return from executive session.

Ms. Zimmer has completed staff evaluations. During these meetings Ms. Zimmer asked the staff for suggestions. These suggestions included: additional paid time off; raises and increase in hours; regular staff meetings; increase in communication with Friends.

Policy:

No report.

Board Development:

Mrs. Neary explained that the money left from last year's advocacy grant will be used for pencils and pens.

The 2021 advocacy grant will be used for an exterior banner, tote bags, and magnets all promoting the library.

Ms Carpenter mentioned to Mrs. Neary that Donna Lavigne has expressed an interest in becoming a trustee.

Long Range Planning:

Mr. Wade Abbott has met with eight focus groups and is preparing a summary.

Ad Hoc Committee Reports:

Building:

Ms. Zimmer is waiting for Ambient and the sprinkling company's estimates.

Reopening:

Ms. Zimmer explained the latest state guidelines: Yellow- library's discretion as to hours and numbers; Orange-curbside; Red-curbside or close.

100th Anniversary:

No report.

New Business:

TBS submitted a quote of \$1700 to repair the boiler. A new more efficient boiler would cost \$45,000.

Important Dates:

12/12 - Friends Meeting 10:30

12/24 and 12/31- early closing 1:00 p.m.

12/25 and 1/1 - closed

1/14 - Next board of trustees meeting 1:00 p.m.

Submitted by Virginia Downs