

The Community Library
Board of Trustees Meeting
March 12, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m.
Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Linda Carpenter, Virginia Downs, Ken Hotopp, Dee Neary, Jerry Peters, Janet Sand, Julia Walter. Excused: John Scott.
Ms. Walter suggested the effect of the coronavirus on the library should be added to the agenda.

Guests:

Mr. Peters introduced Ms. Janice Clark as a guest at today's meeting. Ms. Clark will be moving into the community, and she has indicated a sincere interest in becoming a trustee.

Minutes:

Mr. Peters made a motion, seconded by Ms. Walter, and was unanimously approved to accept the amended February 2020 minutes.

Treasurer's Report:

At present, Mrs. Lawyer, Mr. Hotopp, and Mr. Peters are signatories on the Keybank library accounts. Since Mr. Peters will be relocating, Mr. Peters made a motion, seconded by Mr. Barnes, and was unanimously approved for Ms. Carpenter to replace Mr. Peters as the third signatory on these three accounts.

Ms. Carpenter explained that the CD at Keybank will mature this month and suggested moving this money to a money market account. After discussion, a motion was made by Mr. Peters, seconded by Mr. Barnes and was unanimously approved to move the money from the CD at Keybank and the money from the Richmondville Bank to the Keybank money market account to guarantee the minimum balance to earn interest on this account.

On March 25 the CD at Trustco Bank will reach maturity. At this time the CD is valued at \$60,874.91; by consensus the trustees agreed to renew this CD for nine months.

The trustees reviewed the current treasurer's report. Ms. Carpenter presented the bills. After each trustee reviewed the bills, Ms. Carpenter made a motion, seconded by Mr. Hotopp, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Mr. Peters outlined the proposed 2021 budget. This proposal has a tax levy of \$269,850. After discussion Mr. Peters made a motion, seconded by Mrs. Berard, and was unanimously approved to accept this proposal.

Facilities:

Because the sidewalk project will be under construction, the spring clean-up by the trustees will focus on the interior. The trustees reviewed the suggested list of improvements.

Since a fence will be erected around the work site, Ms. Walter suggested a banner be placed in front of the fence indicating the library was open. Ms. Walter made a motion, seconded by Mr. Barnes, and was unanimously approved to purchase a banner for an amount not to exceed \$100.

Personnel:

Ms. Rebecca Young and Ms. Julie Cohn have begun working as library clerks. Ms. Carpenter made a motion which was unanimously approved to employ both individuals.

Ms. Carpenter requested that the trustees go into executive session to discuss the results of the director's exam and the ramifications. Ms. Walter seconded the motion which was unanimously approved. Mr. Barnes made a motion, seconded by Mr. Peters, and was unanimously approved to return from executive session.

Mr. Peters made a motion, seconded by Ms. Carpenter, and was unanimously approved to provide Ms. Zimmer a one time increase of five days paid leave due to unfortunate family circumstances .

Ms. Carpenter made a motion, seconded by Mrs. Sand, and was unanimously approved to offer Ms. Zimmer a permanent appointment as of April 1, 2020 with bump-up of \$1000 in salary.

Board Development.

Mrs. Neary announced that t-shirts had been purchased as well as a tablecloth and pencils highlighting The Community Library. These purchases were provided by money from the MVLS grant.

Long Range Plan Implementation :

Mrs. Sand presented the trustees with a proposed new mission statement, "*Preserving the past, enriching the present, inspiring the future; building strong communities.*" The trustees unanimously approved this proposal.

Mrs. Sand asked trustees to participate in an exercise to revise the current vision statement. The committee will compile the responses seeking a revised vision statement.

Next, Mrs. Sand asked the trustees to review a draft patron survey.

Since Mr. Peters will be resigning from the board another trustee needs to be added to this committee.

Building:

Mr. Peters presented a bill from Butler, Roland, & Mays for \$983.20. Mr Peters made a motion, seconded by Mr. Barnes, and was unanimously approved to pay this bill. Mr. Peters announced that exterior construction will commence April 6 and is scheduled to be completed by June 19.

Unfinished Business:

The Library Book by Susan Orlean will be discussed April 23 at 6:00 p.m.

New Business:

Dente Inc. has submitted a bid of \$3913.20 for concrete testing for the renovation project. Mr. Peters made a motion to accept this bid, which was seconded by Mrs. Berard, and was unanimously approved.

The trustees discussed the impact of the coronavirus on the library, the patrons, and the staff. At this time there is no way of knowing if the library will need to close.

Mr. Peters made a motion, seconded by Mrs. Sand, and was unanimously

approved to pay
the staff will work during the

the staff if the library was closed. If environmentally safe
closure.

Important Dates:

3/28 8:30 a.m. Battle of the Books

4/9 1:00 p.m. Next regular board meeting

Adjournment:

Mr. Hotopp adjourned the meeting at 3:00 p.m.

Submitted by Virginia Downs