

The Community Library
Board of Trustees Meeting
July 9, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:03 p.m. Since the trustees were following the restrictions imposed by the Covid 19 pandemic, 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. Excused (due to internet difficulties): John Scott.

Minutes:

Mrs. Neary made a motion, seconded by Ms. Walter, and was unanimously approved to accept the June 2020 minutes.

Director's Report:

Ms. Zimmer is continuing to gather information regarding the conversion to LED lighting. She has been in contact with Eastern Energy and Integral LED. Although there would be a substantial reduction in the electric bills, the conversion is costly (perhaps in the \$10,000 range). Ms. Zimmer asked to meet with the facility committee to consider the proposal.

Ms. Zimmer is researching mail boxes to eliminate the post office box presently used.

Ms. Zimmer is seeking information regarding a new sign in front of the library. The type of sign (question of LED in historical district) and whether MVLS grant money could be used are issues that must be resolved.

Ms. Pam O'Connor will be working in the History Room organizing the materials.

Treasurer's Report:

Ms. Carpenter presented the expenses and income for January-June 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Mrs. Berard made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter mentioned the trustees should soon begin considering the 2022 budget; there will be additional expenses: additional cleaning, medical benefits for the Librarian I position, and retirement costs.

Ms. Carpenter indicated that the trustees might need to review the 2021 budget due to the costs involved with Covid 19.

Mrs. Downs will be the assistant treasurer and will be on the finance committee.

Facilities:

Ms. Zimmer requested that the facilities committee meet to decide about the change of lighting before the end of July.

On July 25 electronic equipment will be accepted for hazardous waste disposal. Mrs. Ashworth volunteered to pick up the items.

Mr. Hotopp will contact landscapers for proposals for new grass and shrubs.

Ms. Carpenter mentioned that the back fire escape is not blocked off and this should be rectified.

Personnel:

Ms. Zimmer outlined the details of the staff retirement form and the standard workday hours. Ms. Carpenter made a motion, seconded by Ms. Walter and was unanimously approved to accept the resolution:

“Be it resolved that the Library Board hereby establishes that seven (7) hours per day as the standard work day for the position of Director and Library I and establishes a six (6) hours per day as the standard work day for the positions of Assistant Librarian, Senior Library Clerk and Library Clerk for the purpose of determining days worked reportable to the New York State and Local Employees’ Retirement System.”

Policy:

The committee presented their detailed report that was developed to follow government policy and to ensure the health and safety of patrons and staff.

Thus, the committee presented the following resolution:

*“WHEREAS the State of New York is currently subject to Executive Order governing the State’s response to the COVID 19 pandemic; and
WHEREAS The Community Library’s mission is to build strong communities by preserving the past, enriching the present and inspiring the future; and
WHEREAS some of the Executive orders impact the ability of the Library to fulfill its mission while abiding by its usual policies and procedures; and
WHEREAS the Library has developed temporary adjustments to its usual policy and procedures, with all due consideration of its standing obligations, to aid itself in operating safely and in compliance with the orders, and in period of recovery to follow;
BE IT RESOLVED that the following temporary changes, for the corresponding durations set forth in the chart above, are enacted, effective immediately;
AND BE IT FURTHER RESOLVED that the full chart setting forth these temporary adjustments shall be posted on the Library’s usual place for posting policies no later than July 13, 2020; and
BE IT FURTHER RESOLVED that the following measures to positively communicate these temporary adjustments shall be shared on Facebook and our website.
AND BE IT FURTHER RESOLVED that the Board shall reconvene when necessary to consider further changes to recover from the state of emergency and return to normal.”*

The trustees unanimously approved this resolution.

President, Mr. Ken Hotopp, administered the oath of office to the trustees. The trustees are to return the signed affidavit to Ms. Zimmer.

All trustees are to sign the Conflict of Interest form and return it to Ms. Zimmer.

Board Development:

Ms. Neary outlined the results of the vote for trustees and the write-ins.

Mrs. Neary presented the slate of officers for the 2020-2021 trustees.

Officers:

President - Ken Hotopp
Vice President - Julia Walter
Financial Officer - Linda Carpenter
Secretary - Virginia Downs
Historian - Harriet Berard

This slate of offers was unanimously approved.

Mrs. Neary then presented the roster of committee members.

Long Range Planning:

Mrs. Sand outlined the results of the patron survey. Since the quarantine measures limited patron usage, the committee plans to seek additional input from the community .

Building:

Lighting, bike racks, and railings, hopefully, will be installed next week.

Ms. Zimmer is pursuing information for a new sign and for the next grant application deadline.

Important Dates:

August 13 - 1:00 p.m. next scheduled trustee meeting

Adjournment:

Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to adjourn at 3:00

Submitted by Virginia Downs