

The Community Library
Board of Trustees Meeting
January 14, 2021

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 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.

Guests:

Ms. Colleen Badger was present as a guest. As a homeschooling parent, Ms. Badger is finding it difficult to obtain the materials she would like since the library is providing curbside service only to patrons due to covid. Ms. Badger mentioned that local schools, stores, and the post office are open despite the concern for transmission. Ms. Zimmer explained the unique circumstances of our library, the increase of positive tests in our area, and her concern for staff, patrons, and the building. Ms. Zimmer concluded by assuring Ms. Badger that she will personally aid in finding the requesting materials and her own desire to reopen as soon as circumstances permit.

Additional Agenda Items:

Ms. Zimmer suggested that the November 2021 meeting (the second Thursday of the month) that falls on Veterans' Day and should be rescheduled.

Minutes:

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

Director's Report:

Ms. Zimmer is completing the SEEC grant which will provide laptops available for loan.

A doorbell has been installed at the front door.

Ms. Zimmer is researching the library's phone systems. At the present time the library has two carriers, Midtel and Verizon, and it may be financially beneficial to have one.

The Librarian I position has been advertised.

Circulation of materials including e-books and audio books continues to increase.

Ms. Zimmer is continuing to increase genealogy resources as this is a topic that interests patrons.

Patrons are now able to access the library printers from anywhere.

The staff is creating kits for youths.

Treasurer's Report:

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

Committee Reports:

Finance:

Ms. Carpenter explained that she had reviewed all the accounts at The Bank of Richmondville, and since the amount was over \$600,000 (beyond the coverage

of FDIC), she recommended that some of the money be moved. After discussion, it was decided to leave \$250,000 at The Bank of Richmondville, transfer \$162,000 to the renovation account at KeyBank, and to take out a three month CD of \$70,000 and a six month CD of \$70,000 at Trustco Bank. Ms. Carpenter made a motion, seconded by Mrs. Sand, and was unanimously agreed to make these changes.

Ms. Carpenter made a motion, seconded by Ms. Walter, and was unanimously approved to provide Ms. Carpenter with a read only access to The Bank of Richmondville accounts.

Ms. Zimmer will question if the library's insurance includes bonding for trustees.

Ms. Zimmer explained that a new New York policy provides all employees with up to forty hours of paid sick time a year. This will have an effect on next year's budget.

Facilities:

There are many, many donated books in the annex that must be removed when we have access to the area.

There will be an increase in cost for the cleaners in 2021.

Personnel: No report

Policy: No report

Board Development:

Mrs. Neary reported that the 2020 advocacy money has been spent; the 2021 funds will be used for an artist sketch of the library for letterhead and other items, banners, web platform, magnets, and trustee training.

Long Range Planning: No report

Building:

RBM and Bonaquist Brothers are attempting to resolve the problems with the new heated walkways and stairs.

Ambient spent two days mapping the Annex and will be issuing a report.

Reopening:

Curbside service will remain in place while the percentages remain high for Covid.

100th Anniversary:

Initial ideas are being explored.

New Business:

The 2021 November meeting will be held Wednesday , November, 10 from 2:00-4:00 p.m.

Important Dates:

2/11 1:00 p.m. next regular board meeting

3/13 10:30 a.m. Friends meeting

Adjournment:

Mrs. Berard made a motion, seconded by Mr. Barnes, and was unanimously approved to adjourn at 2:50 p.m.

Submitted by Virginia Downs