

Tues 01/19/2021

Attended Via Zoom:

Submitted by S Wirth

Norm Ellis
Ceil Kelley
Sharon Wirth
Pat Moore
Mark Smith
Rex Wiggers
Joe Liberto
Garrett McGowen
Vanessa Spitulnik
Alice Taychert

Absent:

Special Session:

Vote to appoint Vanessa to the Board of Trustees to replace Brian Friedland.
Since Brian gave his notice, and notified Hornell City Hall, it is moved by Norm to accept Vanessa to fill the vacant seat, 2nd by Sharon.

Regular meeting called to order at 6:02

Alice Taychert> Director's Report

- Rex and Alice have gone over the Personnel Hand book. There are a number of questions in regard to the Handbook. Rex has some suggested changes. I also consulted with Tonie Deeb's of the city and Ryan Carbone of Civil Service about various passages of the Personnel Handbook.
- Alice is getting together the information she needs for the evaluations. There are fifteen people.
- Bret will be having hip surgery in February.
- New York State Sick Time Law
- Alice forwarded templates for developing Sick Leave Policy to all Board Members.
- 1 Personnel:**
 - 2 Donations:** Totaling \$2,680.00
 - 3 STLS:** Alice has been working with Kylie Baker on streamlining cataloging books and dvds.
The handicapped accessible bathroom has been plugged it is presently running very slowly. there is one upstairs light, light in the bathroom hall. Donny Mosher has been called. I have been giving him reminders since my first call.
 - 4 Building:**
The front doors are not closing properly. There is a problem with the soap dispenser in the women's bathroom. Christine thinks that we

could swap out the one upstairs with that one in the women's bathroom.

The Christmas decorations need to be put away.

- 5 Hours:** Some of the patrons are still adjusting to our new hours. Friday hours starting at 1 have been more problematic. Saturdays change has caught some of the patrons off guard.

Former Board Members, Dave Hardy and Jon Cleveland have checked out the Library and love the changes.

- 6 Deliveries:** Open discussion regarding Alice's comment that 'deliveries are a problem'.

Joe said as a neighbor, he will check for packages at the doors.

Rex noted that as Quinton comes early, he can also check.

Ceil mentioned that the mail comes around 4:00 PM

Garrett suggested a sign with the library phone number 324-1210 be posted at the doors for UPS/FEDEX/USPS deliveries

- 6 Retirement:** Alice has confirmed a retirement date of 04/30/2021 and will submit a letter to that effect in February for Board approval. As a courtesy, it was noted that she should also notify the City of Hornell.

Rex Wiggers> Financial Report

- 1** January reports were approved and accepted w/o reservations or changes, Garrett & 2nd Sharon
- 2** Rex announced that if expenses were kept at about 26,000 per month, monies should last until November.
- 3** Motion to pay all current bills/invoices Motion by Garrett to accept, 2nd by Pat
- 4** Rex confirmed that Tim Nesbit is available to replace Louise Hartman as Treasurer. Sharon moved that Tim be confirmed as Treasurer, 2nd by Joe. Norm noted that new signature cards will be required and Rex said he will make arrangements.
- 5** Rex confirmed all checks and gift cards are done.
- 6** Big THANK YOU to Rex from the rest of the Board.

Sharon Wirth>Reporting on Personnel

- 1** Mark reported that further training by Michele Romacheck on 'Handling Difficult Patrons' could be done later in 2021 after the employees have more experience.
- 2** Personnel Committee to meet and 'clean up' job descriptions for Bret, C Baron and C Stewart.
- 3** Ceil noted that the 'shift' schedule seems to be working, IE Haley & Kristen switching to cover.
- 4** With regard to mandated Sick Pay, the question remains as to HPL's legal standing. Mark suggested that he will confer with STLS (Brian Hildreth) regarding HPL legal status. Rex has suggested that at an estimated rate of \$12.50/Hr for 19.75 Hrs per person, sick pay is within the current budget's capacity. Ceil requested a codicil regarding documentation from attending physician for absence in excess of (3) Days.
- 5** In reply to Garrett, Alice confirmed Calendar for 2021 Holidays, with (2) days at Christmas.
- 6** Norm requested a Committee to develop a 5 year plan to be formed early in 2021.

See Below

- 7 Norm reminded everyone that the April Meeting is mandatory to elect new officers.

Joe Liberto> Reporting on Building Committee

- 1 Outside signs complete the 'TO-DO' list for the Building Committee.
- 2 Norm confirmed that toilets, doors and dispensers are fixed.
- 3 Norm confirmed that clean room doors are needed.

Sharon Wirth & Pat Moore> Reporting on Friends of the Library

- 1 No report

Other:

Old Business

- 1 Rex/Ceil opened discussion of 'Tote Bags' and it was decided to use up the excess from the Summer Reading Program first. Pat requested that the issue be tabled for now.
- 2 Immediate change to the STLS Web Service was discussed as Alice's changes have not yet been made to HPL website.
Mark/Vanessa to talk to Brian Hildreth

New Business

- 1 Further Staff training was discussed.
Schedule Michele Romacheck for 'Difficult Patron' training
Schedule NARCAN training from Fire Department.
Schedule 'Safety Training' with Mike Sexsmith.
Schedule 'CPR' when Covid is over.
- 2 After discussion, it was agreed that Alice will order new/complete 1st Aid Kits ASAP.
C Baron to oversee restocking kits as needed.
- 3 New Committees formed to address updates:
Search: Joe, Ceil, Rex
5yr / 10yr Goals: Garrett, Norm
Policies Update: Vanessa, Sharon
Bylaws: Pat, Rex
- 4 Discussion of an Interim Director to continue as Mark has agreed he would be willing to step in.

Next Board Meeting to be Tuesday 02/16/2021 @ 5:00 PM via ZOOM

Motion to Adjourn @ 6:52 PM:

Moved by Garrett, 2nd by Joe