

Tues 02/16/2021

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

:

Regular meeting called to order at 5:00

Alice Taychert> Director's Report

- 1 **Personnel:** Bret has had his hip surgery. I spoke to Bret and he is getting around with a cane. He sends everyone his best.
- 2 **Outreach:** Cornell Cooperative Extension is making bookmarks for the Valentine's Day holiday for us to distribute.
Mike Palmesano called to set up a zoom meeting for a group in our conference room for February 18 Th . I turned it over to Joe Liberto to arrange. Joe has been working with Ed Flaitz to make that possible.
- 3 **Donations:** The Friends of the Library gave \$1,523.43 for the diversity collection.
Patron donations for \$21.00.
James & Mary Godspeed sent a memorial donation for Gary Fisher.
Molly Liberto gained \$25.00.
- 4 **STLS:** Alice attended the STLS webinar on the New York State Annual Report on Wednesday February 10.
We have received an acknowledgment for Steuben County Aid from STLS which promised to provide patrons access to Starcat, access to & e books, downloadable audio books & magazines and 100x 100 Mbps.
The annual report is due to be sent in to STLS by March 5, 2021
- 5 **Building:** Don Mosher has been informed about a number of light bulbs needing to be replaced, but has been too busy to get here.
- 6 **Friends:** Mary's (McDaniels) photograph has been framed and the plaque is completed.

Rex Wiggers> Financial Report

- 1 March reports were approved and accepted w/o reservations or changes, Motion by Sharon & 2nd by Garrett.
- 2 New Signature cards are still needed. As per Bank Procedure, a copy of the Board Meeting Minutes are needed to prove Trustees voted and approved change.
- 3 Motion to remove Sue Knapp and Louise Hartman from Accounts and add Tim Nisbet, by Sharon, 2nd by Pat.
- 4 Motion to pay all current bills/invoices Motion by Mark accept, 2nd by Joe.
- 5 Rex requested approximate cost for ZOOM upgrades. (See Below)

Misc>Reporting on Personnel

- 1 **CONSIDER MEMO TO STAFF CONCERNING WORKING BEYOND THEIR SCHEDULED HOURS**
Rex/Mark noted that the schedules were agreed upon at time of hire to maximize equality among staff and it could become a financial issue as additional hours were not budgeted. A motion was made to have Ceil create and distribute a memo to all staff regarding the necessity of working only scheduled hours.
- 2 **TIME CLOCK ISSUES**
Rex reported that the time clock is not accurately or consistently recording total hours worked. Rex is working to correct the issues.
It was noted by Ceil/Alice that one employee was not consistently using the time clock as required.' Alice is to inform employees that time cards are required and time not so recorded will not be paid.
- 3 **SICK AND PANDEMIC LEAVE PROPOSAL**
The proposed paid time off including sick time, personal time, bereavement, pandemic leave, cancer screening, FMLA etc were discussed.
A motion was made to have the proposed leave benefits approved and effective 04/01/2021 by Mark, 2nd by Rex.
- 4 **ADOPTION OF CHANGES AND ADDITIONS TO EMPLOYEE HANDBOOK**
Changes for leave benefits to be noted in 'revised' Employee Handbook.
- 5 **CLEANUP OF JOB DESCRIPTIONS FOR CHRISTINE, CHRISTINE AND BRET**
Tabled until March.
- 6 **FURTHER STAFF TRAINING FOR NARCAN AND SAFETY**
Alice/Ceil suggested training be conducted as part of Staff Meetings and Alice will schedule.
It was further suggested that the training be mandatory for all staff.

Joe Liberto> Reporting on Building Committee

- 1 Report on electrical work for March Meeting
- 2 Zoom capability has been added and tested for conference room.
Tripod for camera is still needed
A reconditioned laptop is to be wiped and used for connectivity.
Total cost approximately \$1300.00
- 3 Joe will write up instructions for ZOOM use to be left in the room and train staff as needed.
- 4 Framed Portrait of Mary McDaniels is currently in the Library office, Ready to be hung.

Old Business:

- 1 Alice confirmed that first aid kits have been restocked and updated. Garrett requested Alice send a memo to all staff regarding their location and use.

- 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 Discussion of options to replace broken printer/copier downstairs, including replacement desktops, new lease or a combo with upstairs printer/copier whose lease is up in the fall. Motion to table any decision pending a report of actual printer/copier usage and anticipated needs by Alice, was proposed by Norm, 2nd by Vanessa
- 2 Alice made note that new 'Trustee Handbooks' are now available in the Library Office.
- 3 Rex noted that at the March meeting. we will need to entertain a motion for an override resolution, to allow bills to be paid by the city in a timely manner.
- 4 Ceil suggested an 'Open House; to thank volunteers and dedicate the portrait of Mary McDaniels.

Other:

- 1 Corrections and updates to the Hornell Public Library Bylaws was discussed and tabled for March Meeting.
- 2 A revised 5-Year Plan 2021-2026 was submitted for review and discussion by Norm. A motion was made to accept and proceed with the proposed plan immediately, by Sharon, 2nd by Pat.
- 3 The following 'action items' were deemed to take precedence.
ROLES- Action #8: Restart the book delivery service with volunteers, including the collection of books, stocking the 'little library', request donations etc.
ROLES- Action #10: Increase media precedence. Mark redesigning website with links aided by Brian Hildreth and his staff. Vanessa to help with Facebook/twitter etc.
ROLES- Action #11: Norm volunteered to **Explore All Services** offered by STLS
ROLES- Action #12: Norm volunteered to investigate other libraries and establish rapport.
Financial- Action #2: Garrett volunteered to recruit volunteers at the proposed Open House for book delivery, gardening, projects, fund raising etc
Building and Grounds- Action #2: Joe volunteered to work to obtain a sign variance

Next Board Meeting to be Tuesday 03/16/2021 @ 5:00 PM via ZOOM

Motion to Adjourn @ 6:36 PM:

Moved by Garrett, 2nd by Rex