

Tues 04/21/2021

Submitted by S Wirth

Attended @ Library:

- Norm Ellis
- Ceil Kelley
- Alice Taychert
- Mark Smith
- Rex Wiggers
- Joe Liberto

Attended Via Zoom:

- Garrett McGowen
- Vanessa Spitulnik
- Sharon Wirth
- Pat Moore

Absent

:

Regular meeting called to order at 5:00

SECRETARY’S MINUTES – Motion to approve minutes by Rex, 2nd by Joe

Norm Ellis:

The floor has been opened for any discussion or nominations of new officers as required in the bylaws.

A motion was made by Garret, that the current slate of officers retain their positions, 2nd by Pat, all voted aye and motion carried.

The new officers for the Hornell Public Library Board of Trustees shall be as follows:

- President: Norm Ellis
- Vice President: Joe Liberto
- Financial Officer: Rex Wiggers
- Secretary: Sharon Wirth

Alice Taychert> Director's Report

1 Personnel:

Alice held a staff meeting on April 7, 2021. Ialice handed out 3 documents: You can’t make Nice, Staff Training Check List and Standard of Performance for clerical Staff. Those were handed out before the meeting.

“You Can’t Make Nice” was from a workshop held at STLS. It basically encouraged directors to hire people who like people. Staff training check list is a list of most items new staff needs to know. Standards of Performance lists three examples per behavior of what is exceptional , what is ordinary and what is needs improvement. We also discussed passwords for the alarm system and problem patrons. There is not a panic button at the back desk. Alice called CPE to have that installed. Jo Ann has had her surgery and is home recovering.

- Bret is back to work and has been working on a number of things with Mark.
- 2 Outreach:** St Ann's has been over several times.
The downstairs staff has been putting together displays of new material and topical displays such as Earth Day. Sue has pulled together a game for the children.
- 3 STLS:** NYS Annual Report: Ericka Jenns from STLS has gone over our report and submitted it to New York State.
STLS put together a collection of diversity books which will circulate among the libraries. There are approximately 60 books and they come with their own promotional materials.
Digital Library Meeting
Magazines are presently available through Overdrive. There is some concern over cost.
Libby app was recently updated.
There are Free audiobooks all summer for all ages . It runs from April 29 – August 4
The Director's Association Meeting informed us that there will be 2 grant possibilities. They may be available through the system or each library may have to apply.
Alice has called CPE for installation of a new panic button in the rear of the building. They need to install the panic button because it needs to be programmed into the system. The police used the system in one of there investigatiojns. I also need to remind you that the annual inspection is due in October. That inspection is required to be done annually by New York State.
Alice reminded Donnie that we need some lights replaced.
- 4 Building:**
- 5 Collections:** We received a memorial bequest from James Brewer's wife, Approximately 250 postcards from the city of Hornell.
- 6 Donations:** There has been \$1, 160 worth of donations in memory of Gordon Shiller. His wife requested that the donations be used to purchase Young Adult books and mysteries.

Rex Wiggers> Financial Report

- 1** April reports were approved and accepted w/o reservations or changes, Motion by Mark & 2nd by Joe.
- 2** Discussion of 'Line Item' - Cost of Newspaper Subscriptions
The question was raised about the relative cost of both the Wall Street Journal and the New York Times as adversed to usage. Alice has no data to support the usage/demand , but cited that the cost of the annual subscriptions was absorbed by the 'Conderman Trust'.
- 3** Discussion of Director's private office space and the need for an additional 4-drawer locking file cabinet for the sole use of the Interim Director.
Rex confirmed the budget will support this purchase at an approximate cost of \$220.00 and will research file cabinets.

- 4 Motion to pay all current bills/invoices by Garrett, 2nd by Joe.
- 5 Discussion of current cost of unemployment payments.
 Rex proposed a resolution to support the transfer of monies to cover these costs.
 Motion was made by Garrett to accept Rex's proposal as read, 2nd by Joe.

Misc>Reporting on Personnel

- 1 Joe reported the Search Committee intends to make use of any search engines or 'Job Boards' that are available in the May-June-July timeframe.
- 2 Ceil/Joe noted there will be a Key Ceremony to include the Mayor, as well as a Luncheon for Alice's Retirement.
 Discussion of Grant Writing History, as Alice claims the Library was never denied a grant they applied for, but she has no data to back this claim. She also said she has no idea where any documentation is.
- 3 Norm requested names and contact information of any proposed Trustee to fill the vacancy left by Mark.

Joe Liberto> Reporting on Building Committee

- 1 Delivery of packages/mail has become problematic and the following solutions were suggested: Install a drop box on the shed, pick up mail daily, rent a PO box

Pat/Sharon>Reporting on Friends of the Library

- 1 Friends has not had a meeting
- 2 Diane Lisi the Secretary of Friends, contacted Mark about a meeting time to discuss erroneous information on the Library website regarding the Friends.

Old Business:

- 1 Open House and/or 110 year celebration has been put on hold until gathering are approved by STLS and /or the Govenor.

New Business:

- 1 BOARD VOTE OF STLS DIRECT ACCESS PLAN
 Motion was made by Garrett to approve STLS Direct Access Plan, 2nd by Sharon
- 2 MOVE TO 24 HOUR QUARANTINE OF RETURNED LIBRARY MATERIALS
 Motion was made by Norn to approve 24 Hour quarantine, 2nd by Rex
- 3 NEED FOR UPDATED INFORMATION ON CITY WEBSITE
 Rex has volunteered to work with the city to update HPL information on the city website including pictures.
- 4 PAST GRANT APPLICATIONS
 Alice has no knowledge of the whereabouts of past grant application paperwork.
- 5 DENTAL AND VISION COVERAGE FOR EMPLOYEES – DO WE NEED TO MAKE CHANGES TO EMPLOYEE HANDBOOK OR DIRECTOR'S CONTRACT LANGUAGE?
 Joe has volunteered to amend the Director's contract.

Other:

- 1 SEARCH COMMITTEE UPDATE

Joe reiterated the need for Director private office space.

2 WEB SERVICE UPDATE

Web service has been canceled and Mark will remove last names from the new page

3 FACEBOOK PAGE UPDATE

Vanessa will link the 'Patron's ', the 'HPL.Org' and the 'Friends of HPL' pages

4 PUBLIC ANNOUNCEMENT OF ALICE'S RETIREMENT

Joe will followup and email details for ceremony and luncheon as well

**5 LIBRARY
BROCHURE**

Garrett has emailed copies of the brochure and will print copies

6 PRICE OF LOCKING FILE CABINET

Rex has volunteered to purchase the file as soon as possible

**Next Board Meeting to be Thursday 05/20/2021 @ 5:00 PM via ZOOM/Library
Conference Room**

Motion to Adjourn @ 6:38 PM:

Moved by Garrett, 2nd by Pat