

Thurs 05/20/2021

**Attended @ Library:**

Submitted by S Wirth

Norm Ellis  
Ceil Kelley  
Sharon Wirth  
Mark Smith  
Rex Wiggers  
Joe Liberto

**Attended Via Zoom:**

Garrett McGowen  
Vanessa Spitulnik  
Pat Moore

**Absent**

:

Regular meeting called to order at 5:00

SECRETARY'S MINUTES – Motion to approve minutes by Rex, 2<sup>nd</sup> by Joe

**Mark Smith> Interim Director's Report**

**1 Director & Staff**

- Interviewed each staff member - Staff strengths/interests assessment
- Staff meeting held May 5 (see attached pdf)
- Established Email communications
- Established Crossover Meetings structure 3:15 each day
- Received STLS Training on attaching, changing and modifying catalog records in “Workflows” app (Youll, Carver, Markel, Smith)
- Changing and clarifying job duties: Markel, Mahoney
- Beginning summer program planning - Meeting with YMCA for potential coordination
- Established real-time visitor counts (clicker)
- Established 1 st workflow cheat-sheet (Processing Returned Books) – will build a library of these
- Purchase DEWEY Decimal Training software

**2 Equipment/Facilities**

- Secured Copier quotes and are in negotiations – Rex, Bret and I have formed a Copier leasingcommittee and are working with the company to select replacement copier-printers upstairs and down.
- Bret Secured loose pillar
- Starting clock – Norm is on this
- Workforce NY moved to History Room

**3 STLS**

- Met with Brian Hildreth – New Director orientation – shared board discussion on
- STS is giving us Microphone, sound system, for outdoor events (also sets of small orange cones)

**4 IT Assignments**

- Email for all – need to wait till summer for STLS tech upgrade
- \* New computers waiting for quotes from Bret
- \* MS Office waiting for quotes from Bret

**5 Training/Workshops/Webinars**

- STLS Technical Services training: Myself, Haliagh Youll, Kelly Markel, Bret Carver -
- Directors Council - Smith

**6 Monies received:**

- \$3000 from Village of Hornell
- Numerous donations “In memory of” – see financial report

**7 Meeting room use:**

- My Office
  - Workforce NY
  - STLS Training
  - Staff Meeting
  - Proctoring for Real Estate Exam
  - Allegany Special Education
  - Alzheimers support group
  - Construction Aid Mtg
- Upcoming:
- Beginning planning for some summer programming. Sue Thompson, Haleigh Youll, YMCA

**8 Issues/Items for Discussion**

- Need Budget for Summer Programs
- Proctoring
- Handling changing COVID rules and practices
- Office and Directors hours
- Construction Aid?
- Staff Illness – long term absence (Argentieri, Williams)

**Following an open discussion regarding Summer Programming:**

Motion was made by Sharon, 2<sup>nd</sup> by Vanessa and passed unanimously to proceed with the Summer Program with the following limitations-

For 2021, Summer program will run bi-weekly for (4) Weeks from 7/12 thru 8/6  
The \$3,000 received from North Hornell will serve as the Budget for the 2021 Summer Program.

The Interim Director will approve any ‘offsite’ venue in advance such as the Arts Center or the Steuben Trust Greenspace..

Volunteers may be used as needed to reduce overhead costs and staffing issues.

**Following an open discussion regarding the changing COVID rules:**

Motion was made by Sharon, 2<sup>nd</sup> by Ceil and passed unanimously agreeing to follow STLS/State/Federal guidelines regarding relaxing material quarantine restrictions to 24 Hours, occupancy capacity and patron traffic flow. Further, the front door will again be opened and the signage removed.

**Rex Wiggers> Financial Report**

- 1 May reports were approved and accepted w/o reservations or changes, Motion by Sharon & 2<sup>nd</sup> by Ceil.
- 2 Shortage of cleaning/sanitizing supplies-  
Quinten will make a list of any supplies required and submit it to C. Baron for purchase.
- 3 Additional 4-drawer locking file cabinet for the sole use of the Interim Director is on order.

**Sharon>Reporting on Personnel**

- 1 Mark will meet with J. Argentierra prior to her return to work regarding training, productivity and reassignment of duties.
- 2 Mark, as Interim Director, will be the only liason with K. Williams and her family in recognition of HIPPA.
- 3 Sharon reiterated that for audit purposes, at least (2) independent reviews of time cards are nessasary and they should not be done by any hourly employees.

**Joe Liberto> Reporting on Building Committee**

- 1 Electrical work is now complete.
- 2 An 'incoming mail only' box will be mounted outside and the post office notified.
- 3 No architect will be hired at this time since no 'New Addition' is planned.

**Following an open discussion regarding the issue of Grants, the Board agreed to proceed with a Grant Proposal for construction of additional office space downstairs.**

**Old Business:**

- 1 Rex will work with the City regarding an update of Library information on the City Website.

**New Business:**

- 1 Entry and exit through the front door will resume.

**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 LIBRARY BROCHURE  
Garrett will delete last names as a safety precaution.
- 4 FRONT PLANTERS

Sharon will contact Bennett's regarding the front planters.

**5 NEW COPIER**

Rex reports lease of a new copier/maintenance for upstairs, less money for more features.

**Next Board Meeting to be Tuesday 06/15/2021 @ 5:00 PM via ZOOM/Library Conference Room**

**Motion to Adjourn @ 6:22 PM-**

Moved by Garrett, 2nd by Pat