

Tues 11/17/2020

Submitted by S Wirth from Pat Moore

Attended @ Library:

Norm Ellis
Ceil Kelley
Pat Moore
Mark Smith
Rex Wiggers
Joe Liberto
Garrett McGowen
Brian Paul Friedland
Alice Taychert

Absent:

Sharon Wirth

Regular meeting called to order at 5:02

Alice Taychert> Director's Report

- 1 Personnel:** Ceil, Rex and I (Alice) completed interviewing job applicants. We need to schedule the training on workflows (Dec 1), sexual harassment (On Utube) and other procedures.
- 2 Building:** CPE completed their inspection of the security and fire alarm systems. They also replaced a defective smoke detector. The lock of the elevator room needed to be replaced. Norm took care of that.
The codes officer checked us out and okay ed everything.
Bill checked the fire extinguishers and replaced.
- 3 Donation:** The Hornell Alfred Unitarian Universalist Society donated \$250.
Gordon Schiller donated \$50.
John Castiglione donated \$30,000 unrestricted.
Molly has collected \$392 from the yard sale proceeds.
- 4 STLS:** Mandy (STLS) is willing to do training on workflows.
- 5 Fiscal Year:** Michelle Smith at City Hall says that it is "not favorable" to change fiscal year.
- 6 Collections:** Ceil has been checking our copies of the year books to ascertain whether we should keep them. There is a set on the Hornell Public Library website

Rex Wiggers> Financial Report

- 1** November reports were approved and accepted w/o reservations or changes, Pat & 2nd Garrett
- 2** Requested donation of 30K be moved from Board Checking Account @ Community Savings to Maple City to get interest rate of .25% (only available for balances over 40K)
- 3** Current expenses \$4,037.65
- 4** Check to S Wirth added to current expenses

- 5 Motion to pay all current bills/invoices Motion by Norm to accept, 2nd by Pat
Presentation of proposed budget with discussion. As approval of budget was insisted on, a
- 6 conditional vote to accept was taken with the provision that Rex would email to all for further
review and consideration. Re-vote if needed, is to be done at December meeting.
- 7 Ceil and Alice requested a Holiday Bonus for all employees in the form of gift cards, as has
been done in the past. Motion to proceed by Ceil, 2nd by Joe.
- 8 Discussion of special bonuses was discussed but was denied based on discrimination
concerns. Pat to ask if Friends will endorse and donate for this purpose.

Ceil Kelley/Alice Taychert/Rex Wiggers>Reporting on Personnel

- 1 Ceil to call all new Hires, Alice to call all unchosen applicants.
- 2 Tony K refused position of groundskeeper.
- 3 Margaret P refused position of substitute.
- 4 Joanne A refused 4 day shift but will work Tues/Wed from 11:30-3:30
- 5 Kelly Markel accepted position of researcher with limited public interaction.
- 6 Alice directed C Barron to send (3) batches of letters to Hires, Non-Hires and Non-
Interviewees
- 7 Quinton W to also be trained as an Aide in addition to Cleaner position.
- 8 Alice to evaluate all personnel at 30-60-90 Days to determine eligibility for permanent
position.
- 9 Rex is working on the Time clock programming.
Alice stated that C Barron and C Stewart will approve Time cards.
Alice stated that she and (1) Trustee will verify and submit time to the City for payment.
Alice will check with Toni Deebs as to whether new hires are eligible for NYS Retirement
- 10 System.

Joe Liberto> Reporting on Building Committee

- 1 Historical photos hung in the new Kiosk area.
- 2 Norm continues to provide 'signage'.
- 3 Joe has ordered new signs for Hours-Days, Entrance and Exit.
- 4 Large poster board with historical photos needs to be located.
- 5 Vetter & Smith to submit estimate for electrical work but no time frame.
- 6 Joe reported that Number of persons is 75 downstairs and 35 upstairs. (?)

Pat Moore> Reporting on Friends of the Library

- 1 Requested that Pat to ask if Friends would contribute \$500.00 for Clerical Bonus.
- 2 No Friends meetings scheduled.

Other:

- 1 Pat Moore will look into the price of 'Vests' for
employees
- 2 Norm found a set of doors for \$100.00 to replace the wind broken existing doors.
- 3 Motion to proceed with purchase by Mark 2nd by Rex.
- 4 Opening date will be Monday, December 7th at 12:00 Noon
- 5 Norm & Mrs Ellis are picking up "Social Justice" books from Cooperstown
- 6 Norm to fix bookcase built-in to accommodate the 'Social Justice' collection.

- 7 Promoting Reopening:
 - Joe to contact Newspaper
 - Alice to contact for website, phone message and TV person
 - Ceil to contact NYS Health Dept regarding Christmas Tree
- 8 Mark to contact Michelle Romacheck regarding customer service Training
 - Motion by Pat to accept fee, 2nd by Rex
- 9 Molly to train for DVD room

Next Board Meeting to be Tuesday 12/15/2020 @ 5:00 PM via ZOOM w/ Brian Hildreth to do Trustee Annual Training.

Motion to Adjourn @ 6:22 PM:

Moved by Garrett, 2nd by Joe