

Tues 12/15/2020

**Attended Via Zoom:**

Submitted by S Wirth

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

**Absent:**

**Special Session:**

Trustees' Annual Training conducted by Brian Hildreth, STLS

Regular meeting called to order at 6:02

**Alice Taychert> Director's Report**

**1 Personnel:**

The staff has been trained on Workflows by Mandy Fleming of STLS on Dec 1. They were also trained on patron relations Saturday the 5<sup>th</sup> by Michele. We will have a sexual harassment training on Wednesday the 16<sup>th</sup> at 10:15 am.

**2 Website:**

I (Alice) have sent a number changes to the newspaper on December 9, 2020.

**3 Donations:**

Susan McClannahan donated \$1,000. There were several other donation a memorial for Sally Mueller of \$55, the Ryan Agency \$50 and an honorarium for Ceil Kelly of \$50.

**4 STLS:**

We received \$2,046.07 Local Library Services Aid.

**5 Calendar:**

We need to set our calendar for the year. It is essential to do that as soon as possible in order for Workflows, our circulation system, to function properly.

**6 Building:**

I have called Donnie Mosher about: The outside light above the door (It is staying on all the time). When he had changed the light he installed all new mechanisms. He also needs to replace a light in the Young Adult Room and to adjust the thermostat. It is very cold upstairs.

**Rex Wiggers> Financial Report**

- 1 December reports were approved and accepted w/o reservations or changes, Pat & 2nd Garrett

- Motion as Requested 30K be moved to cover additional expense of Unemployment Insurance
- 2 by Rex , 2<sup>nd</sup> by Joe. Rex noted decrease in UI expense as 3 employees were removed and 21 wks remain.
  - 3 Rex requested that the treasury position needed attention due to the retirement of L Hartman.
  - 4 Sharon noted that she could ask Tim Nisbit, Treasurer for FOL to step in.
  - 5 Motion to pay all current bills/invoices Motion by Garrett to accept, 2nd by Pat
  - 6 As Ceil and Alice requested a Holiday Bonus for all employees in the form of gift cards, Rex motioned to provide \$500 to C Baron, \$100 to B Carver in the form of checks with \$25 Visa Gift Cards to all other employees. 2nd by Garrett all in favor with P Moore abstaining.

#### **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 ‘clean up’ job descriptions for Bret, C Baron and C Stewart.
- 3 Garrett stated that all treatment of bonuses should be “fair and equitable”.
- 4 New hires are eligible for participation NYS Retirement System.
- 5 Calendar for 2021 Holidays discussed and agreed to follow Federal Holiday Schedules.
- 6 Norm requested a Committee to develop a 5 year plan to be formed early in 2021.
- 7 Discussion of salary increases for employees proposed \$.80 per hour for all except C Baron & C Stewart who would be at \$.25
- 8 Garrett stated that any increases should follow only after the Board received the 30 Day Evaluations from the Director.

#### **Joe Liberto> Reporting on Building Committee**

- 1 Doors for Mini Library are replaced.
- 2 Pat Moore requested a battery operated clock for the lower entry to aide logging out.
- 3 Promotion of reopening completed via Newspaper and HPG interviews.
- 4 Social Justice bookcase has been rebuilt by Norm.
- 5 Molly provided training to employees for DVD room.
- 6 Pat noted that the procedure for cleaning the front desk is not being followed after each use.

#### **Pat Moore> Reporting on Friends of the Library**

- 1 FOL will NOT provide any monies for employee compensation as it would violate their charter.
- 2 No Friends meetings scheduled.

#### **Other:**

- 1 Rex/Ceil opened discussion of ‘Tote Bags’ reusable versus plastic
- 2 Rex made a motion to change Sat hours for staff 8:45 to 12:15, 2<sup>nd</sup> by Pat
- 3 Discussion of reopening as slow but steady and process had only a few issues.
- 4 Rex reminded all that name tags are essential for staff.

**Next Board Meeting to be Tuesday 01/19/2021 @ 5:00 PM via ZOOM**

#### **Motion to Adjourn @ 6:52 PM:**

Moved by Pat, 2nd by Joe

