

Library Mtg Notes 072021

Tues 07/20/2021

Attended @ Library:

Submitted by S Wirth

Norm Ellis
Ceil Kelley
Garrett McGowen
Mark Smith
Rex Wiggers
Vanessa Spitulnik
Joe Liberto
Sharon Wirth
Pat Moore

Regular meeting called to order at 10:04 AM

SECRETARY'S MINUTES – Motion to approve minutes by Joe, 2nd by Garrett

Mark Smith> Interim Director's Report

1 Stats

In-house visits have increased by over 30 percent in the month of June.

2 Work with Civil Service

Met and had phone calls with Civil Service on 4 occasions including a Zoom call with board.

Worked with Civil Service to create an official CS Job description. The CS Job Description finalized on July 13th.

3 Summer Programs

Over 100 children for the Bubble Man and 45 guests for Guiding Eyes for the Blind. Movie day and story hours had small handfuls of children attending

We are current operating under budget. Also received \$2000 from Carol Stewart to be used toward summer programming. In effect we may get to keep North Hornell contribution in operating budget since Ms. Stewart's' donation will cover nearly all our expenses.

Donations secured from over 15 stores, industry, museums, restaurants, amusement parks, etc.

4 Job Search

Our Job Ad has been posted to approximately 20 library job listing services including Indeed, State Library associations, library list servs, STLS - like organizations, and library schools, web pages, NYS Dept. of Educ. , etc. NYLA association may cost us \$45, waiting to hear back

Brian Hildreth from STLS has read through and was impressed by our job ad, our job description and the civil service JD His office will distribute our ad to related organizations and he remains a resource for us.

Committee met to kickoff job search. Ad and Job descriptions shared and progress thus far. We were introduced to Carol Berry who will serve as our outside community member of the committee. The committee is comprised of Joe, Ceil, Norm, Vanessa, Rex, Carol Berry with Sharon as Secretary and Mark as Ex-officio

5 Pro Action Youth Program:

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We will be accepting a "Youth" worker sponsored by Pro-action of Steuben County. They will be assigned to Haleigh Youll as as assistant for summer programs.

6 Donations:

Carol Stewart	\$ 2,000.00
Misc donations	\$ 14.00
Sale glass ornaments	\$ 45.00
TOTAL DEPOSITS	\$ 2,059.00

7 Staff News:

Haleigh Youll completed the course "Transforming Teen Services" offered by the NYS Connected Learning Services Unit of the New York State Library. She voluntarily participated in this free course and continues to show great initiative as she begins her MLS Studies at University of Buffalo in August.

Haleigh and Sue Thompson have led this effort, but the entire staff are pitching in.

Aides vs Clerks

Unbeknownst to us, Civil Service has classified all our staff as "Clerks" not "Aides" as we thought. Aides are able to work more than 19 3/4 hours and we do NOT need to pay benefits. We have an option in the future to reclassify.

Rex Wiggers> Financial Report

- 1 July reports to be approved and accepted w/o reservations or changes, Motion by Pat & 2nd by Sharon was approved by all.
- 2 There has been no significant change in monthly expenses.
- 3 No quarterly reports have been received yet.
- 4 Motion to pay all current bills, including reimbursement of \$11.00 for toolbox, by Garrett & 2nd by Sharon was approved by all.

Various>Reporting on Personnel

- 1 Kristin Williams has returned and Mark has reassigned duties as needed.
- 2 Library Assistant position has been created and sent to Civil Service.
- 3 Open Position announcement is active in INDEED and responses will be received by Sharon and dispersed to the Search Committee.
- 4 Positions of Library Clerk vs. Library Aide were discussed in open forum.

Joe Liberto> Reporting on Building Committee

- 1 City of Hornell has provided a new lawnmower for Library use.
- 2 No response from Ed regarding the Audio issues with ZOOM.
- 3 A gas can and gas for the lawnmower will be purchased for Quentin to use.
- 4 A new toolbox for Library use has been purchased for Quentin to organize and use.

Old Business:

- 1 Pie and Ice Cream Social will be held at the Library on Saturday 7/24 from 1:00-3:00 PM and all staff attending will receive (2) hours pay.
- 2 A motion to add Carol Berry to the Search Committee was proposed by Ceil & 2nd by Rex and was unanimously approved.
- 3 Mark reported that open position of Library Director has been posted in various sites for Library professionals and other Library systems, besides STLS.

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- 4 The inclusion of the revolving replacement of computers expense on an annual basis in prior minutes was discussed and Mark will ask Bret to report on the status.
- 5 Norm raised the question of the status of the 'Tech Grant' from STLS and when we can expect the monies. Mark/Bret will check with Brian Hildreth.

New Business:

- 1 Discussion of a WIFI Language program was discussed in open forum.
Rex will forward a list of 'Freeware' language programs to the Board for review, as an alternative to purchasing a language package.
- 2 Carol Berry has volunteered to review employee handbook and policy manual.
- 3 Sharon will arrange for interview dates and times with viable candidates on behalf of the Search Committee.

Next Board Meeting to be Tuesday 08/17/2021 @ 12:00 Noon via ZOOM/Library Conference Room

Motion to Adjourn @ 6:32 PM-

Moved by Garrett, 2nd by Joe