

Library Mtg Notes 101921

Tues 10/19/2021

Attended @ Library:

Submitted by S Wirth

Norm Ellis
Garrett McGowen
Mark Smith
Ceil Kelley
Rex Wiggers
Pat Moore via phone
Vanessa Spitulnik
Sharon Wirth
Denise Chilson (Director)

Absent:

Joe Liberto

Regular meeting called to order at 5:00 PM

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

Denise Chilson> Director's Report

1 ARC Grant Submitted.

- Server housing has arrived
- Microsoft Office 2019 Licenses have arrived
- We were sent 50 MS Ofc licenses for the price of 20
- Still waiting for installation; Bret Carver says he is unable to install Office without the help of Ed Flaitz and a Universal Installer; waiting for update from Bret -**Update, Installed with aide from STLS**
- New server arrived; Bret has contacted STLS for installation assistance.
- Mifi has arrived 10/15/21
- Splitters to be ordered for patron stations so Windows can be installed

2 STLS Updates:

- Removed 10, 573 inactive Hornell users from WORKFLOWS
- November 4, 2021 STLS Training on WORKFLOWS for staff.

(Mandatory)

3 Programming and Services-

- Saturday Story Hour – Molly Mahoney (When she's back on Saturdays)
- Meeting with Hope Decker (Cohocton Library) the first week of November to discuss programming ideas. I (Denise) want to start, what she has already implemented.

Ex ADULT YOGA KITS – include mat and block

- Greg Laker author visit 10/21
- Database trial (I sent you an email) Financial Literacy (possible database roll out with area Financial Advisors/Library Database training Collab?)

4 Recycling & Winter Prep-

Reached out to Mitch Cornish regarding having salt and proper ice melt for Historical Buildings delivered

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Recycling in place @ Main Street Recycling Center – Tell them to donate funds to the HPL

-Concerns regarding decommissioning and decommissioned hardware - A Staff member offered a patron one of the workstations that I was told was too old to run windows

In a motion by Pat, 2nd by Sharon the Board agreed that any request for donations/gifts to individual patrons of hardware or software are to be approved by the Board in advance after accepting all applications for such items, and was passed by all.

5 Internal Work Orders-

Using Work Orders to track IT, Maintenance and Supply/Purchase Requests. Maintenance and Supply/Purchase requests are being completed immediately. I (Denise) have yet to receive a completed IT WO I have submitted.

In consensus, the Board agreed to a verbal reprimand and noted that it be documented in the personnel file of the individual.

6 Weeding/Book Arrangement-

Non-Fiction, especially Reference, the Sciences and History sections need a very heavy weed, which should make room for non-circulating archival-type materials to all be placed in the History Room, and the circulating History books to be placed with the other non-fiction. (At least this is what I highly recommend)

Bar coding costs were discussed and it was agreed that STLS could process items cheaper

7 Questions regarding modification of work duties for staff-

-May require Executive Session.

In consensus, the Board agreed that only the Director may define, assign and modify duties for staff and the Board would not interfere nor contremand any such assignments.

8 Security/Camera-

Username and password changed from Alice's, one of the lenses will be replaced because of moisture inside lens, and I was given a tutorial on how to check the cameras

9 Civil Service Reclassification Update-

Effective 10/7/2021, according to Ryan Carbone, all Library Clerks (PT) will show as Library Aides.

10 Kelly Duby, SCSEP Project Director-

Contacted me with a potential placement from the ProAction Program for a Senior who has clerical experience. This would be 20 hours a week, and the person is compensated through that program/project.

(New Hire Maxine Claypool – 20 Hours per week, paid by ProAction)

Rex Wiggers> Financial Report

- 1 September reports to be approved and accepted w/o reservations or changes, Motion by Pat & 2nd by Sharon was approved by all.
- 2 Motion to to purchase JD Edwards data bases program emailed from Denise, by Vanessa & 2nd by Sharon was approved by all.
- 3 Tax monies should be received in late November.

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- 4 Motion to pay all current bills by Garrett & 2nd by Vanessa was approved by all.
- 5 Denise will research the most reasonable times to extend hours and report to the Board prior to any approval of expenditure.
- 6 Denise was reminded that the Director has \$2,000.00 of discretionary monies to spend without Board approval.

Sharon>Reporting on Personnel

- 1 Sharon will contact the Bethesda Foundation regarding the donation of an AED
- 2 Reminder that all Staff and Board members are required to have NYS approved 'Harassment Training' annually and recommended it be combined with 'Sensitivity Training'.
As there have been several issues and complaints concerning staff duties and behavior, Sharon strongly reminds the Board that according to the STLS Directives and the Trustee Handbook,
- 3 the Board should 'Butt Out' of staff management and refer any questions to the Director. The Board should also not override directives, supervise staff nor in any way undermine the effectiveness or prerogative of the Director.
- 4 Ceil Kelly strongly objected, saying she was training staff on scheduling. She was reminded that the Director had requested to be part of any training.

Norm Ellis for Joe Liberto> Reporting on Building Committee

- 1 Due to the problems with the water fountain, Norm made a motion that the Board approve \$250.00 for the purchase of a new fountain, 2nd by Sharon and passed unanimously.
- 2 Kelly Markel's workspace has been relocated from the conference room to the downstairs hall. (Kelly was very happy as her work would no longer be interrupted.)

Pat and Sharon> Friends of the Library:

- 1 FOL will participate in TRUNK OR TREAT with HPG and pass out bookmarks with candy
- 2 FOL will participate in a Holiday Vendor event with HPG on Sat 11/27/21

Old Business:

- 1 Rex noted that only 1 of 3 Bank Trust reports have been received.

New Business:

- 1 Open discussion of new initiatives and programming suggested by Denise.
(These items were discussed in conjunction with the Director's Report above.)

Next Board Meeting to be Tuesday 11/16/2021 @ 5:00 PM @ Library Conference Room

Motion to Adjourn @ 6:18 PM

Moved by Norm 2nd by Garrett