

Rev Library Mtg Notes 111621

Tues 11/16/2021

Attended @ Library:

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

Submitted by S Wirth

ReSubmitted by S Wirth 12/14/2021

Absent:

Note: Rex Wiggers Retired

Regular meeting called to order at 5:02 PM

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

Denise Chilson> Director's Report

1 Library outreach?

FOL and Library Staff Joined with HPG for 'Trunk or Treat' Event

In an effort to reach more unemployed or underemployed in the community, a motion was made by Sharon 2nd by Pat to offer 'WORKFORCE' applicants up to 10 free resumes printed at the Library to facilitate job searches. Approved by all.

2 New programs?

Scheduled to begin 'Tech Classes' and 'Zoom Yoga'

3 Tool loan project? **DONATIONS VS PURCHASES**

In an open discussion it was decided to opt for donations and check with the City Lawyer with regard to Liability Insurance for any tools, especially electric or battery operated tools ex drills or saws.

A form for loan and disclaimer may be required though items will be recorded as a collection of assets.

4 Tech classes?

In a motion by Sharon 2nd by Mark, to open (1) hour early on Wednesdays for Senior time. 55+ from 11:00-12:00 Approved by all.

Faith In Action has agreed to promote the Senior time to its clients.

5 Finance classes?

Discussion to leave this option open for the present to evaluate interest.

6 Finance data base?

Discussion to leave this option open for the present to evaluate interest.

7 'Sustainability Award'

Award to be presented by Brian Hildreth to Norm & Denise Friday 11/19 @ 9 AM

A small article and picture to appear in the Tribune.

Rev Library Mtg Notes 111621

8 Laminator

Motion by Sharon to replace broken laminator, 2nd by Joe and Approved by all.

The Director has been using her personal laminator since the old one broke.

Joe Liberto> Financial Report

- 1 October reports to be approved and accepted w/o reservations or changes, Motion by Garrett & 2nd by Sharon was approved by all.
- 2 Motion by Sharon to change bank signature cards, 2nd by Norm and Approved by all.
- 3 Based on information provided by Rex, the Library content is severely under insured.
Joe/Norm will explore the cost of riders for extra protection for collections/furniture.
- 4 Motion to pay all current bills by Garrett & 2nd by Pat was approved by all.
- 5 After an open discussion of the Capital Fund Balance a motion was made by Pat, 2nd by Garrett to reduce the balance and allocate any surplus monies was approved by all.

Sharon>Reporting on Personnel

- 1 Norm formed a committee to finalize the Employee Handbook (Pat, Norm, Garrett, Mark & Denise)
- 2 Training Requirements:
NYS Harassment Training for all employees and Trustees is required by law to be completed by 12/31
NARCAN and AED training is optional and dependent on the availability of a qualified Trainer.

Joe Liberto> Reporting on Building Committee

- 1 Joe to explore the annual cost of utilities (Especially heat and electric) to amend the budget allowing for rising costs.
- 2 Need to create a written procurement policy,

Pat and Sharon> Friends of the Library:

- 1 FOL will decorate the Library for the Holidays 12/5
- 2 FOL participated in a Holiday Vendor event with HPG on Sat 11/27/21 from 2-9PM

Other:

- As Rex Wiggers has resigned and Joe reported that he is not opposed to serving as
- 1 Treasurer/Chief Finance Officer, a motion was made by Sharon and 2nd by Pat that Joe assume that position rather than Vice President and was approved by all.

Meeting Minutes of 11/16/21 to be revised for banking purposes to show Rex Wigger's name removed as a signatory of the Hornell Public Library's bank accounts and the name of Joe Liberto, Chief Finance Officer, added as signatory of the Hornell Public Library's bank accounts with the following Hornell area banks listed below.

Community Bank N. A. (formerly Steuben Trust)

Checking Acct Ending 4332

Checking Acct Ending 4977

Trust Acct Ending 5003

Maple City Savings

Checking Acct Ending 8802

Rev Library Mtg Notes 111621

CD Ending 1034

12/14/21 Motion to approve revised minutes by Pat, 2nd by Garrett and approved by all.

- 2 As Joe Liberto has resigned as VP to assume the position of Chief Finance Officer, a motion was made by Pat and 2nd by Mark that Garrett assume the position of Vice President and was approved by all.
- 3 The Board of Trustees is required to participate in NYS Harassment Training and (1) Hour of Trustee Training annually. NOTE: (2) Hours of Trustee Training is required beginning in 2023.

Old Business:

- 1 Sharon reported No AED from Bethesda and she will explore other options and associated costs.
- 2 Ornaments and Passport to Savings cards are still available for purchase at the Library

New Business:

- 1 Open discussion and thoughts on construction aid grants which will be an ongoing process.
- 2 In recognition of the Holidays, a motion was made by Sharon and 2nd by Norm to recognize each employee with a \$100.00 gift card (or cash) (Pat Abstaining) was approved by all.
- 3 Do we want greens or decorations in the planters outside or wreaths?

The cost will be approximately \$300.00 for either

- 4 The motion was made by Pat and 2nd by Norm and approved by all to send a Thank-you to Rex for his years of service and a collection was taken for a gift card from personal funds of the Trustees.

Next Board Meeting to be Tuesday 12/14/2021 @ 5:00 PM @ Library Conference Room

Motion to Adjourn @ 6:48 PM-

Moved by Garrett, 2nd by Pat