

Library Mtg Notes 121421

Tues 12/14/2021

Attended @ Library:

Submitted by S Wirth

Norm Ellis
Garrett McGowen
Joe Liberto
Mark Smith
Ceil Kelley
Pat Moore
Vanessa Spitulnik
Sharon Wirth
Denise Chilson (Director)
Kate Santelli > Proposed Board Trustee

Absent:

Regular meeting called to order at 5:00 PM

Intro of new board member, Kate Santelli, to trustees. Vote to send her name to city council.

Motion by Sharon to accept the recommendation and send Kate Santelli's name to the City Council, 2nd by Pat, and approved by all.

SECRETARY'S MINUTES –

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 Bank

Checking Acct Ending 8802

CD Ending 1034

Motion to approve revised minutes by Garrett, 2nd by Pat and approved by all.

Denise Chilson> Director's Report

- 1 Two new hires for your approval; Amanda Flint and Vanessa Jacobs
A Motion to accept the recommendation by the Library Director to hire both Amanda Flint and Vanessa Jacobs was made by Garrett and 2nd by Mark was approved by all.
- 2 Denise reported on the unsafe condition of the parking lot due to ice.
- 3 Denise will again contact the City about salting and Joe said he will followup.

Joe Liberto> Financial Report

- 1 October reports to be approved and accepted w/o reservations or changes, Motion made by Mark & 2nd by Vanessa and was approved by all.

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- 2 Joe requested that the Director apprise him of any significant changes to the total employee hours worked each week to facilitate planning and budgeting.
- 3 Motion to pay all current bills was made by Mark & 2nd by Vanessa and was approved by all.

Sharon/Pat> Reporting on Personnel

- 1 One staff member required corrective action being taken (Possible Exec. Session Required)
At 5:28 an Executive session called to discuss personnel issues.
At 5:37 an Executive session was ended as the trustees agreed to support the Director in this personnel issue.
- 2 It was reported that Amanda has started and Vanessa is scheduled to start 12/16/21.
- 3 Joe requested that all requests for help/information by the Library Director to be addressed to the entire Board and added to the agenda for the next regular meeting.

Joe Liberto/Norm Ellis> Reporting on Building Committee

- 1 Due to a recent plumbing issue in the bathroom and the salting issue in the parking lot, a motion was made by Joe and 2nd by Vanessa to purchase hand held salt spreaders for the parking lot and hand air dryers for the bathrooms.
- 2 Norm reported on a possible roof leak which he discovered is in fact a gutter leak.
- 3 Joe provided copies of a 'New Library Director's Handbook' outlining suggestions for a new Director's interaction with the Board. As one of these suggestions was for the circuit breakers and water shut off to be clearly labeled, Norm agreed to followup with the information.

Sharon/Pat/Denise> Reporting on Friends of the Library

- 1 The Library has been decorated for the Holidays.
- 2 Participation in the Vendor Fair with HPL was successful despite very cold weather and competing activities in Corning and Wellsville.

Other>

- 1 The committee to revise the Employee Handbook and Library Policies (Pat, Garrett, Mark, Norm, Denise) had emailed a copy of both to the Board. Suggestions will be incorporated in the Handbook.
- 2 As the Library Policy documents are a reiteration and endorsement of Federal and State Laws, No changes were required.
- 3 A motion to accept the Library Policies as provided by the committee was made by Garrett, 2nd by Sharon and approved by all.

Old Business:

- 1 Norm conducted a roll call of all Board Trustees and requested a copy of the Completion Certificates to be kept in the Library.
- 2 In a brief report on the 'Free Energy Audit', Norm noted that NYSEG really only assessed the windows. In a motion by Norm 2nd by Garrett it was proposed to pay \$100.00 for a full audit and the expenditure was approved by all.
- 3 In reports on Content Insurance it has been found that the Library is seriously under insured. Denise estimated the contents of the collections to be valued at \$10 Million. Denise will followup with questions to Jasper-Troupsburg who sustained a significant loss due to flooding.

New Business:

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- 1 Norm stated the need for a 'Compliance Calendar' as recommended by Brian Hildreth (STLS).
- 2 Ceil and Vanessa outlined ideas for a Book Donation Memorial for Josie Ciangalini.

Special Program> Joe Liberto

- 1 Best Practices in Board Communications.
- 2 Short Discussion of material.

Next Board Meeting to be Tuesday 01/18/2022 @ 5:00 PM @ Library Conference Room

Motion to Adjourn @ 6:37 PM-

Moved by Norm, 2nd by Garrett