

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Kathryn Shattuck, Paul Riccobono, Andrew Goffe, Marty Nealon, Margaret Cook, Maria Gagliardi, Debbie Firestone, recording

ABSENT: Sarah Buterbaugh

Maria began recording the meeting at 7:33pm

Marjorie called the meeting to order at 7:33pm

Margaret moved to approve the meeting minutes from the 2/09/21 meeting. All in favor.

LIBRARIAN'S REPORT: by Maria

There has been some turnover at the library in all areas.

- After only six months, Carly Campos has moved on to a full time Media Specialist position, which was an opportunity she could not pass up.
- Kimberly Gifford, a part time circulation clerk for almost 20 years, has moved on to a full time position that was more in line with her career goals.
- Kate Foster has returned as our Youth Services Librarian and the position now has the added responsibility for the teen group as well.
- Kim had 2 weekends as part of her schedule so that was broken up and 2 people were hired to fill her spot. Sajjan Thomas and Lisa Sullivan have come on board.

We are working on Summer Reading planning for this year, and hope for better participation than last year.

Financial Report :

Andrew thought everything was very straightforward and there was not a lot to report. Maria added that the one line item that was over budget – Books – was due to a large updating of the adult collection. There was a large order placed in December, which flowed into 2021. That line item is over by about \$3k, which about the same amount it was under in 2020.

Building Report

- Maria indicated there were a couple of small outstanding items we are awaiting response on from Liberty Elevator regarding the recently completed work. Our account representative there has changed, so we are working with a new person. We will not make the final payment on the work (approx. \$33k+) until all issues are resolved.
- Paul felt that the project has completed fairly close to the envisioned finished product. There should be no more standing water in the pit and when the fan in that space is repaired/replaced and running, it will provide the negative pressure needed to eliminate or significantly reduce any odors.
- Our electrician is working on scheduling the electrical service to the building project work for May.

- The arborvitae should survive! They were tied back up and look better than they did over the winter. To help discourage deer, the netting remains and we spray them as well.

Marjorie reported that the Cookbook Committee has received just over 100 recipes, with over 80 individual participants. A second flyer was mailed out on bright pink paper to hopefully elicit more recipe submissions. The goal was to get about 150 recipes. Marjorie will make the last flyer available in case anyone wants to email it out.

New Business

Maria reviewed some highlights from the 2020 New York State Annual Report submission, which includes statistics on our collection, circulation of materials, programs and financial information:

- Library visits were at 40% of 2019. Adult program attendance was at 30% of 2019. Children's program attendance was up 20% due to Take and Make crafts that were very popular.
- 17 children registered for the summer reading program. Instead of virtual, we will be going back to paper this year.
- Program attendance for the 0-5 age groups increased as Carly had focused on that group and provided more programming.
- AV circulation was down by 50%, whereas the digital collection circulation has increased by 23%
- We received \$69,000 in grant funds, \$20,000 in Cares Act funds for keeping staff on during the pandemic and saw \$2,500 more in donations.
- Wages were lower than expected due to employee furloughs and gaps in employment for the youth and adult librarian positions.

Kathryn moved to accept the 2020 NYS Annual Report as submitted. Margaret seconded. All in favor.

Policy Review

Our Investment Policy is constrained by NYS law. We can invest in CD's, Treasuries or in a Money Market fund that is also insured. Due to the Fed cutting interest rates, our money is just sitting, as it is not worth tying up the money by investing in CD's with no yield.

Andrew had no alternative suggestions for investing, given the constraints.

Funds that are not tax dollars (this annual amount is around \$10k) are not as controlled and there are more options for investment, however these funds are small. If something different were decided for these funds, the policy would need revision.

A sub-committee will be formed to discuss/research financial investment alternatives. The committee will also need to determine what amount of non-tax dollars is available for this possible change in investment policy.

Andrew moved to adopt the current Investment Policy with no changes. Margaret seconded. All in favor.

Compensatory Time Policy – would like to edit to include that when a full time exempt employee works a Sunday (which is in the regular schedule rotation) that they be compensated with the equivalent of a full 7 hour day, rather than the 6 hours as per the current policy. The current policy makes scheduling compensatory time off difficult, as time earned is not equal to a full day.

Paul moved to adopt the Compensatory Time Policy with the proposed language change for a full time exempt employee to earn 7 hours of compensatory time when a Sunday is worked. Kathryn seconded. All in favor.

Attendance and Time Keeping Policy – basically needs the same language edit as the Compensatory Time Policy, regarding exempt personnel earning a full 7 hours of compensatory time when working a Sunday.

Margaret moved to adopt the Attendance and Time Keeping Policy with the proposed language change for a full time exempt employee to earn 7 hours of compensatory time when a Sunday is worked. Kathryn seconded. All in favor.

Video Game Policy – is no longer necessary as games were removed from the collection due to poor circulation and the trend toward streaming games.

Andrew moved to rescind the Video Game Policy. Margaret seconded. All in favor.

Margaret moved to adjourn the meeting at 7:59pm. Kathryn seconded. All in favor.

Next Meeting Scheduled for Wednesday, June 9th at 7:30pm