

## Meeting Minutes from 2020:

### Bristol Library Board of Trustees Meeting, November 17, 2020

via Go To Meeting <https://global.gotomeeting.com/join/411593133>

**Call to Order:** President Liz Smith called the meeting to order at 7:02.

**Roll Call: Present:** Liz Smith, President; Ann Rogers Lane, Vice President; Mary Jane Stoltz, Financial Officer; Mimi Litsche, Lynn Cronise, Nick Cohen, Trustees; Jessica Masci, Interim Library Manager. Absent: None.

Guests: Sally Healy Frank and Rebecca Keough.

**Public Comment: none**

**Secretary's Report:** Nick made a motion to accept the October 20 Meeting Minutes as corrected. Mimi seconded. Carried unanimously.

**Finance Report:** Mary Jane distributed the October reports by email. She reported we received the refund from Chubb Insurance we have been waiting for. We have also received the renewal policy from Steele Agency, showing an annual cost of \$1,930.88. The bill should arrive in December. Liz commented that cost seemed high compared to prior years. She will check with Steele and also ask Chapman Insurance for a quote. Liz questioned the water bill; she didn't recall paying for usage in the past. Mary Jane will research. The October bills are at the library ready for Board review. Ann made a motion to accept the Finance Report. Lynn seconded. Carried unanimously.

**Volunteer Committee:** Volunteer Committee has not been meeting.

**Manager's Monthly Report & Statistics:** Jessica distributed the Manager's Report by email. She reported several patrons have commented they would like the library open more hours with less restrictions. Jessica will investigate what other area libraries are doing regarding hours, programming, and restrictions. Library usage numbers are much reduced from normal, in large part because of the cancellation of programs such as the Euchre Group, Memoir Writers, Book Clubs, and Fiber Arts Group. Mary Jane mentioned the Memoir Writing Groups continue to meet online under the auspices of the library and should be included in the usage numbers. Jessica said one of the Book Clubs also continues to meet. Lynn asked if people had expected the Trunk or Treat to be held. Jessica said she hadn't heard of any, although there was an uptick in library usage on Halloween. She reported, as part of the office clean-up effort, she threw away a large amount of expired candy canes. There are several boxes more which can be used for the upcoming holidays. Liz asked if there was still a problem with patrons signing in on the Contact Tracing Sheet. Jessica said most are willing to do so when reminded by the clerk. Ann brought

up the large increase in Covid cases in the County. Nick said, with the increased risk, we should not be considering reinstating hours or programs.

### **Old Business**

**Grant:** We were awarded \$7,903 for the 2019-20 Construction Grant. This will be used for parking lot lighting, repairs to the sidewalk, and installation of a fire alarm system. We expect to receive 90% of the grant very soon with the final 10% to come next year after all projects are completed. Liz volunteered to see the grant process through to completion even though her term as Trustee will be ending at the end of the year.

**Policy Committee:** Policies for (1) Public Spaces and (2) Social Media were distributed by email and suggested corrections have been incorporated. Nick made a motion that we adopt both policies. Lynn seconded. Motion carried unanimously. The Committee continues to make progress on updating our policies but it is unlikely that we can have them all finished by the target date of December 31.

**Budget:** The proposed 2021 budget was distributed by email. Liz asked Mary Jane to change the grant budget from \$1200 to \$790 to reflect the reduced amount we were awarded. This is the final 10% of the grant. We discussed whether the fund-raising budget is reasonable in light of on-going Covid concerns. Lynn suggested we might push the spring fund-raiser back to fall. Mimi suggested a virtual silent auction as a possible event. Ann mentioned a pizza-and-sub sandwich fund-raiser in coordination with Dandy's as another possibility. We decided to leave the budget as is. Mary Jane will make corrections and distribute the final budget for approval at the December meeting.

**Manager Search:** The personnel committee reported receiving 3 applications. They will be reviewing the applications and interviewing candidates.

**Trustee Search:** Sally Healy Frank and Rebecca Keough have submitted applications to be Trustees. Two other people have expressed interest but have not applied yet. Liz recommended the Board consider re-distributing the workload by forming committees and/or assigning duties for Fund-Raising; writing Thank you notes; creating the monthly newsletter; and coordination with the web-master.

**Wreaths:** Lynn is heading up the wreath sale. Jessica reports there are already 6 or 7 orders for wreaths. Lynn has collected a variety of greenery and has made bows. She has approximately 35 bases and some decorations. Four volunteers will help her: Ann, Lorraine, Gail, and Toni. (Sally Healy Frank later said she would be available to help) After discussion of the amount of work and the number of volunteers, we decided to limit orders to 25. Wreaths will sell for \$25 and pick-up will be at the library, times to be arranged.

**ROC the Day:** Liz mentioned the area-wide fund-raising effort is coming up on December 11. Jessica will set up an account for the library.



## **Public Comment:**

Connie Lembaris introduced herself and expressed interest in how the Library Board functions.

**Secretary's Report:** Revised minutes were sent to Trustees for review. Nick asked whether minutes of the Executive Session are kept. They are not, Executive Session discussions are off the record. The pertinent information is in the Personnel Files. Mimi made a motion to approve the Secretary's Report, seconded by Lynn. Motion passed unanimously.

**Finance Report:** Financial reports were sent to Trustees for review. Liz noted we are significantly under-budget on Circulating Materials due to few acquisitions during the period we were shut down. Jessica reported new material has been coming in. Mary Jane suggested better financial control could be achieved by changing the period covered in the Paid Bills Report to coincide with the monthly financial reports. The disadvantage of this would be a longer time before bills are approved by the Board. Mimi commented that moving the Board Meeting earlier in the month would reduce that lag time. Liz will look into whether the meeting date is specified in the By-Laws. No action taken. September bills are at the library and will be approved this week by Lynn, Ann, and Liz. Mary Jane reported we recently received a check for \$995 from PLS for the LLSA/LSSA grant. Ann made a motion to approve the Finance Report, seconded by Mimi. Motion passed unanimously.

**Volunteer Committee:** Liz reported the Volunteer Committee has not been meeting. Diane Fudalik has resigned as chair of group. Until the pandemic situation improves, there is little prospect of reenergizing the group.

**Manager's Monthly Report & Statistics:** Manager's Report was sent to Trustees for review.

Jessica arranged for bi-weekly trash pick-up by Pratt's Disposal. Liz has donated a garbage can but we should have a wheeled tote. Mimi will get one at Lowe's. Mimi asked about mask usage by patrons. Jessica said everyone has been complying with the rules. The Contact Tracing sign-in sheet is used by some, but not all, patrons.

Jessica reported one of the computer monitors has a stuck power button. She contacted PLS about it, PLS responded with an order form for a new monitor. Lynn asked if the old one can be repaired. Jessica will call PLS to clarify what can be done.

## **Old Business**

Grant award funds are expected in October but haven't been received yet. Liz has contacted the electrician about starting the work but he hasn't returned her call. She will call him again.

Policy Committee sent the following policies and procedures to the Trustees:

- Records Retention & Removal
- Library Staff Use of Computer Equipment and Information Technology
- Personnel Policy and Staff Handbook

- Sale or Disposal of Surplus Library Equipment

Nick asked for clarification of concerns he had expressed in an email about staff use of library equipment.

Mimi made a motion to approve all four Policies, seconded by Lynn. The motion passed unanimously.

Budget – Liz reported the Town of South Bristol has approved \$1500 for the Bristol Library in next year's budget. There are some small changes to be made to the draft budget. Ann will call a meeting of the Budget Committee

Mary Jane reported receiving Unemployment Insurance forms for Fran DeNardo. No action is required unless we are contesting her claim. A section of the report notes Employer's Potential Charges. Mary Jane will research what that means for our liability.

### **New Business**

Manager Search Ann consulted with Beth Boni, librarian at NYS Chiropractic College, about what we should include in an employment ad. Beth suggested a brief ad stating hours, pay, and who to contact.

Ann found an excellent Office Manager job description on Monster.com which we will adapt for our use.

Liz and Ann will work on creating the ad and publishing it in appropriate places.

Trustee Search – Three, possibly four, Trustee positions will be available at the end of the year. Ann sent a resume from Sally Ely Frank for our consideration. Mary Jane has contacted her book club members, and two have shown interest.

Slate of Officers Liz requested volunteers for a Nominating Committee to present a slate of officers for next year. Liz, Ann, and Mary Jane volunteered.

On-line meetings The Governor has approved on-line meetings only through November 3rd, but with rising Covid infection rates it is expected the approval will be extended at least to the end of the year. Trustees should plan on meeting via Go-To-Meeting in November and December.

Fund-Raising Lynn asked about the Christmas wreath sale. With the Volunteer Committee inactive, it may be difficult to get enough people to make the wreaths. Lynn and Ann will discuss options and report back to the Board.

Adjournment: Ann made a motion to adjourn at 8:20.

Next Board Meeting: November 17, 2020, 7 p.m. Location TBD





Motion was made by Trustee- Mary Jane Stoltz to approve June meeting minutes, 2nd by Vice President- Ann Rogers-Lane. All approved.

### **Financial Report:**

Discussion of July and August financial reports. Review of bills. Trustee- Nick Cohen made a motion to approve the reports and 2nd by Vice President- Ann Rogers-Lane. All were in favor.

### **Manager's Monthly Report:**

Discussed Re-opening of Library that occurred on September 14th, 2020. Opening went well— 10 people came into Library and 41 items were checked out. Curbside pick-up is still available for patrons.

### **Volunteer Committee:**

Volunteer Committee has not been meeting. Several volunteers trimmed the bushes, pulled weeds and tidied up the library landscaping in late August.

### **Old Business**

Discussion of Grant award update

Annual letter 2020: Finishing up final edits and hoping to be sending out letter in the next couple of weeks.

Policy project update: President- Liz Smith, Trustee- Mimi Litsche, Vice President-Ann Rogers - Lane and Manager- Fran DeNardo are still working on updating library policies. Trustee- Jessica Masci has been added to policy committee. Committee will be meeting soon to continue on policy project. Deadline is December 31st, 2020.

### **New Business:**

Budget for 2021: Discussion of Budget. Draft has been presented to Town and now just waiting for response.

Discussion of possible Wreath Sale. Trustee-Lynn Cronise has volunteered to lead project with the help of other volunteers. Supplies are needed. A sign to promote sale should be posted in October.

### **Executive Session**

Adjourn: Board of Trustee Session: 7:59 PM Motion made by Trustee- Mary Jane Stoltz and 2nd by Trustee- Nick Cohen and Vice President-Ann Rogers-Lane, all approved.

Adjourn: Executive Session: 8:49 PM





Manager's Monthly Report for May was discussed.

Volunteer Committee:

Volunteer Committee did not meet during May due to the Covid-19 shut down and will not meet in June. New York has moved to Phase 3 of the reopening plan. Libraries are still closed, with proposed opening in Phase 4.

Old Business:

Nick Cohen briefly outlined the funds that will be made available to us from the NY State Construction Grant and options for using the funds based on the reduced amount and possible revised quotes from contractors later this year. The Annual Donation letter is on hold for the moment and will be sent out to patrons sometime in the next few months.

New Business:

Pres. Liz Smith gave an update on PLS' reopening plans from a President's meeting held 6/15/20. Plans for reopening the Bristol Library were presented by Pres. Smith, VP Lane and Manager DeNardo who have been meeting weekly. 10 new required policies and one form were presented and discussed by the board. Several changes were proposed to the policies. Trustee Litsche made a motion to approve the Reopening Plan and the new policies pending corrections to the policies and 2nd was by Financial Officer Stoltz. All approved. The new policies will be posted on the website and a hard copy will be available at the library.

Pres. Smith proposed to cancel the July and August board meetings. Financial Officer Stoltz made a motion to cancel our July and August board meetings, but still schedule a Go To Meeting for 7 p.m. on Tuesday, July 21st in case we find we need to meet, with 2nd by Trustee Cronise. All approved. Pres. Smith will schedule a virtual meeting with PLS for that date and time.

Adjourn: Financial Officer Stoltz made a motion to adjourn the meeting, with 2nd by Trustee Cronise. The board meeting was adjourned at 6:41 p.m.

Next Board Meeting: If needed, Tuesday, July 20 at 7 p.m. via Go To Meeting. Otherwise Bristol Library Board meetings are cancelled for July and August, 2020.

Respectfully Submitted

Liz Smith, substituting for Secretary Masci

June 22, 2020