**Agenda**

**Call to Order**:

President Ann Rogers Lane called the meeting to order at 7:07

**Roll Call:**

Ann Rogers Lane, Sally Healy Frank, Rebecca Keough, Michael Osier, Mary Jane Stoltz, Lisa Moore. Absent: Nikki Lund

Library Manager Jessica Winum and Library Clerk Kim Stresing

Ann opened the meeting with congratulations to Jessica on landing a great new job. We will miss her.

**Public Comment Time Allotment:**

None

**Trustee Information**

We received a sample policy from OWWL about Trustee Education Requirement going into effect next year. Each Trustee will be required to attend two training sessions per year. Trustees should give a printed copy of their training certificates to the Library Manager to be kept on file. Referred to Policy Committee.

**Secretary’s Report:** Reading of the July Meeting Minutes was dispensed with as they had been emailed to all Trustees. Mary Jane made a motion, seconded by Rebecca, to accept the minutes as corrected. Approved unanimously.

**Manager’s Monthly Report & Statistics (Jessica Winum)**

Jessica reported it’s not clear exactly what is covered in the Circulation data received from OWWL. She will talk to Dan Guarino (sp?) at OWWL to make sure we are pulling the correct numbers off the report. Ann asked if this affects the Annual Report data. It does not as that information is automatically generated and entered by OWWL. Jessica is also working with Dan to create a supplementary report which will be useful in determining what new books to order.

35 people have signed up for the Summer Reading Program.

Howard VanBuren has held several painting and drawing classes at the Library. They are very popular.

We discussed the need for policies covering Monkey Pox (covered under our Infectious Disease Policies) and Book Banning (covered under our Collection Management Policy). Referred to the Policy Committee.

Jessica and Lisa have begun working on updating our Five-Year Plan. We discussed the possibility of asking OWWL for an extension to the December 31, 2022 target date but the consensus was that the information collected will be helpful in other initiatives we are working on and we should have at least a draft of the Plan by the end of the year.

T-shirt fund-raiser - Jessica and Lisa contacted some vendors for prices. We discussed the up-front costs, where to store the shirts, and marketing issues. It was decided to table the idea until spring for possible sale at Fun Day.

Yard signs to increase our visibility were also discussed. The fire department has done something similar. Mary Jane will try to find out where they had them done.

Jessica will write a Job Description the Search Committee can use in finding her replacement.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

Mary Jane submitted a preliminary draft of the 2023 Budget to Ann and Jessica for their review.

Michael, Rebecca, and Ann had questions about July expenses and financial reports which Jessica and Mary Jane answered satisfactorily.

Sally made a motion, seconded by Lisa to accept the financial reports. Approved unanimously.

**5-Year Plan Committee: Lisa Moore and Jessica Winum**

Discussed under the Manager’s Report.

**Grant Committee: Rebecca Keough**

The New York State Legislature has passed a bill to investigate double taxation by library districts which needs only the Governor’s approval to become law. The 414 referendum we have been researching would be scrutinized under that law. Several Trustees met with Ron Kirsop via Zoom on July 14th to discuss the implications and possible alternatives. The scheduled Causewave meetings have been postponed until we can determine our best options.

Causewave indicated they would hold our grant for a couple months.

Rebecca will lead a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) on Tuesday, 8/16, at 7:00 at Library. All available Trustees are encouraged to attend.

We will continue to work with Ron on alternatives for secure funding.

Ann will attempt to set up a meeting with the Board Presidents and Library Directors of Bristol, Honeoye, and Allen’s Hill Libraries to discuss collaborating on mutual concerns.

**Operations Committee: Ann Rogers Lane**

Ann and Jessica are reviewing the Personnel Handbook Developed by HR Works. We may be able to use some or all of it for our Personnel Procedures. Tabled until September for Board review and approval.

**Personnel**

We accepted Jessica’s resignation with regret and wish her well in her new job.

We discussed a transition plan:

Day-to-day operations

Programs

– Staff can facilitate currently scheduled programs

– Jessica may be available on a case-by-case basis for some programs

Reporting ?

Financial

– Mary Jane will take over

 Search Committee:

Ann appointed herself, Sally, Rebecca

Jessica will create a Job Description

5-year plan

– Lisa will lead

Communications, social media, website, library updates

 Status of Facebook Page

– Jessica and Lisa will contact former President Denise Vanderoef about issues of ownership of business account

 Paypal

– Jessica will recommend software she uses to manage Paypal and Venmo payments

 Amazon Smile

– automatic, no action necessary

 Website

Others

Other responsibilities?

**Policy Committee: Mary Jane Stolz/Michael Osier**

Ron Kirsop notified OWWL directors that a "First Amendment Auditor" has been targeting government buildings and libraries in Wyoming County. He advised member libraries to review policies to ensure that everything is up to date.

Michael will contact Ron about the advisability of having targeted policies for every eventuality versus more generic policies covering a wide range of circumstances.

**Board Communications Committee: Sally Healy Frank:**

No report

**Fundraising -Chair TBD**

No report

**Old Business:** *Business not covered in Committee Reports*

Honeoye will be holding their Christmas Bazaar at the school. We decided to not pursue our proposed similar event.

**New Business:** *New topics/initiatives. May be assigned to appropriate committee.*

None

Lisa made a motion to adjourn at 9:15. Approved unanimously.