

Boston Free Library

9475 Boston State Road * Boston, New York * 14025



Board of Trustees Regular Meeting – held via Zoom

Tuesday, February 9, 2021

Called to order at: 6:07 PM

In attendance: Kami Callahan, Linda Coniglio, Lydia Herren, Suzanne Borowicz, Cathy Osborn, Matt Boyle (joined @ 6:32)

- I. Approval of and/or changes to the agenda
 - Motion to accept agenda
 - Made by Kami
- II. Review and approval of December meeting minutes
 - Motion to accept December Minutes:
 - Made by: Kami Seconded by: Linda Passed unanimously
 - Motion to accept January Minutes:
 - Made by: Linda Seconded by: Kami Passed unanimously
- III. Treasurer's Report – Linda presented
 - Motion made to transfer \$2,000 to savings to avoid "inactive" status:
 - Made by: Cathy Seconded by: Kami Passed unanimously
- IV. Report of the Director – Lydia presented. Attached to meeting minutes.
 - a. Financial Report
 - i. Association Budget 2021 – a little difficult to project due to lockdown uncertainties.
 - Motion made to accept:
 - Made by: Linda Seconded by: Cathy Passed unanimously
 - b. HVAC System Updates
 - Lydia recommended going with Armor who has agreed to honor original estimate of \$9,023. Armor will be giving her more information later this week about an add-on filtration option.
 - Motion made to add \$250 furnace filtration and \$250 stand alone Filtration unit:
 - Made by: Linda Seconded by: Matt Passed unanimously
 - c. New Minimum State Standards
 - i. Programming – we will be continuing to offer online events until outside gathering is possible in the Spring.
 - ii. Technology Training for Staff – 2 hours annually – question to whether this would include maintenance
 - iii. Community Partnerships – Lydia recommended to formalize agreements, and obtain letters of support with current community relationships.
 - iv. Trustee Education – Proposed Education Requirement Update (still has not been specified). Suzanne recommended attending an ACT's Zoom meeting.
 - V. New Business
 - a. BECPL Human Resources Policy Updates – ACTION/RESOLUTION 2021-01
 - Lydia will write up, number and date all resolutions.
 - b. Open Meetings Policy – ACTION
 - c. Fixed Assets Policy – ACTION
 - i. Discussion and approval of Fixed Assets Log
 - d. Library of Things Policy - ACTION

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- e. Conflict of Interest Policy – ACTION
 - i. Updates to language sent by BECPL
 - ii. Signed by each member of the board annually
 - 1. Suzanne and Cathy will need to stop at library to sign.
- f. Whistleblower Policy – ACTION
 - i. Updates to language sent by BECPL
- g. Ethics Policy – ACTION
 - i. Updates to language sent by BECPL
- h. Public Health Emergency Operation Plan –ACTION

Motion to accept ALL Updates:

Made by Linda Seconded by: Matt Passed unanimously

- i. Adding New Lifetime Members to the Plaque –
Motion to have past company add new names to Lifetime Members to plaque:

Made by: Matt Seconded by: Linda Passed unanimously

VI. Adjournment

Motion to Adjourn:

Made by: Kami Seconded by: Linda Passed unanimously

Meeting adjourned at 6:55 PM

2021 Meeting Schedule:

April 13

June 8

September 14

December 14

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Librarian's Report – February 9, 2021

1. Contract Account Balance: \$3764.80

Checks written since the last board meeting

2353	Modern Disposal -Garbage	\$62.36
2354	Chevalier –Salting 12/29	\$110.00
2355	Traveler's Insurance – Partial Payment	\$181.41
2356	Modern Disposal -Garbage	\$62.36
2357	Erie County Water Authority	\$50.86
2358	Chevalier –Salting 1/2, 1/13, 1/16, 1/26 (2x)	\$550.00
2359	Traveler's Insurance – Remaining Payment	\$1409.34

2. Payroll Report: The final Payroll Report for 2020 has us well under budget with a surplus of over \$14,000. This was due to the extended closure, reduced open hours, and the encouragement from BECPL to save money for 2021.

3. System Paid Expense Report:

System Paid expenses, including payroll, shows the library with a surplus of over \$15,000. Cost saving measures in 2020 will help in 2021 and future budget scenarios.

4. County Appropriation and Removal of Hold Fees

Fine Revenue in 2020 was down significantly due to the closure and waived fees and fines. The BECPL has provided the Boston Free Library with a county appropriation of \$4,996.00 to help cover costs in the contract account. This will help offset the reduction in fine revenue. The BECPL has also removed the hold fees charged to patrons for transferring materials from one branch to another for the foreseeable future.

5. Association Budget

Please review the attached proposed budget for 2021. Part of the NYS minimum state requirements is to have a written and approved budget for the library. Although we have always had this for the contract account, it is good practice to have it for the Association account as well. It is hard to anticipate fundraising income and programming costs this year because of the uncertainty of what we will be able to do, but I have estimated based on current plans.

6. Lease Depository Agreement

The Town of Boston has renewed the Lease Depository Agreement for 2021. We will be receiving a \$1,000 check from the Town of Boston in the next few days. The agreement must be signed at Town Hall by the President of the Association.

7. Statistics, State Report and Annual Report to the Community

The State Report is currently in progress for 2020. Non-financials are completed and the financial section will be completed in March. As we get closer to May/June, this information will be revised as the 2020 Report to the Community. Are there specifics that

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should be listed on the Association Report beyond the membership form? Are dues going to remain the same for 2021?

8. Trustee Contact Information

Please review the Contact Information and make sure that all details are correct. Updates must be made to Central's contact information and in the State Report.

9. Correspondences/Meetings:

- a. Meetings with Legislators: We have a zoom meeting with Senator Gallivan and Assemblyman DiPietro scheduled for February 11 at 11:00 AM. Please let me know if you are interested in attending. Registration for this meeting is required.

10. Fall/Winter Online Programming

- a. Our virtual Story Times and Craft Videos continue. At this point, I have tentative plans to resume in person programming on a very small scale once the weather is warm enough to host story time and craft programs outside. Although some libraries are opening up their meeting rooms, our small basement community room is not conducive to proper social distancing for group meetings at this time.

11. HVAC Updates

- a. After many months of trying to obtain HVAC replacement estimates, I would like to proceed with Armor Heating's original estimate of \$9,235 to replace the furnace and A/C. Fifty percent of this cost is covered by the NYS Construction Grant. We have already received \$4,156.00.
- b. If we wish to install the recommended Honeywell F100 Filter for increased air filtration it would be an additional \$250.00. This amount would not be grant-funded.
- c. The Reme-Halo UV Ionizer would cost an additional \$800.00. There is some debate on whether this technology emits ozone. The HVAC technician said it does not, but several sites and reviews online say that it does emit negligible amounts.
- d. Other options for increased air quality included a Heat Recovery Ventilator recommended by Cellino Plumbing that would cost \$4,231.00. This would increase the amount of fresh air pulled into the building. Armor Heating did not think that there was enough room for proper spacing of such as system and had concerns over increasing the humidity in the building significantly in the summer. Cellino Plumbing also recommended two different air filtrations systems each costing over \$2,000.
- e. Armor Heating is supposed to get me an estimate for another possible way to bring more outdoor air in at less cost, but I have not yet received that information.

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- f. Another option is to simply purchase another Honeywell HEPA filter for the basement community room to run during programs. This would cost approximately \$250.00.

12. New Minimum State Standards

Changes to the Minimum Standards went into effect on January 1, 2021. A chart detailing the changes is available at <http://www.nysl.nysed.gov/libdev/compchart.htm>

Major changes include:

- a. Review of bylaws at least every 5 years
- b. Board-approved written long-range plan of service – our long range plan is set to expire in June 2021.
- c. Written policies for the operation of the library must be reviewed and updated at least once every 5 years
- d. Programming: Provides programming to address community needs, as outlined in the library’s long-range plan of service
- e. Technology Training for Staff: Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library’s long-range plan of service
 - i. BECPL will provide training, but guidance has not yet been received on what is determined to be appropriate training, especially for maintenance staff.
- f. Community Partnerships: Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community’s needs, as outlined in the library’s long-range plan of service.
 - i. Steps should be taken to formalize and expand on our current partnerships.
- g. These standards are all to be based on our long-range plan of service and must be taken into account in planning our updated plan to be approved in June.
- h. Trustee Education – Proposed Requirement
 - i. This is not listed as a New York State Minimum Standard but is currently a proposed requirement. On the Annual State Report, it is required to fill out a yes/no record for each trustee listed as to whether continuing education has been completed or not. There is currently no penalty for not completing education, but that may change in the future.
 - ii. Attending an ACT meeting, online webinars, and many other options exist for completing continuing education. If the requirements change, we can incorporate a webinar or some form of education into an existing meeting time.

13. Policies

- a. Resolutions: should be dated and numbered going forward for all policies that are accepted or amended.
- b. BECPL Human Resources Policy Updates
 - i. Annually, the BECPL Human Resources department recommends the board reviews and accepts changes to the Employee Handbook and Personnel Policies and Procedures Manual. The updates from the prior 12 months have been sent for review. These updates include:
 1. State of Emergency/Quarantine Leave Policy – effective 3/26/2020
 2. Protective Measures to Reduce Risk of Exposure to COVID-19 – effective 5/26/2020, updated 10/21/2020
 3. Sexual Harassment Prevention Policy – revised 8/12/2020
- c. Open Meetings Policy
 - i. We are required by New York State Law to host meetings in a manner that is open to the public. This policy is a simple statement of our adherence to that law.
- d. Fixed Assets Policy and Fixed Assets Log
 - i. It is recommended to have a Fixed Asset Policy and Log in place for dealing with larger assets. The Log will be a record of all items purchased or donated over the value of \$1,000. Amounts over \$5,000 will be capitalized. We currently have no capital assets. Library materials are inventoried separately and most of our technology equipment is owned by the BECPL. The Fixed Assets Log lists items purchased by the Association or through grant funding over the \$1,000 limit including the security system, lawn mower, shed, artwork, 3D printer and library of things collection.
- e. Library of Things Policy
 - i. This policy details how the Library of Things and Yard Game Collections are to be managed.
- f. Conflict of Interest
 - i. Must be reviewed and signed annually by all trustees.
- g. Whistleblower Policy
 - i. Minor language and formatting updates from BECPL have been incorporated into our policy.
- h. Ethics Policy
 - i. Minor language and formatting updates
- i. Public Health Emergency Plan
 - i. Required policy for all public employers in New York State. As an Association Library, we are not required to have this policy, but it was recommended by BECPL administration to adopt as a matter of good

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practice. Much of the plan would be revised in the event of another public health emergency since many of the sections are applicable only to the current pandemic.

14. New Lifetime Members

We have 8 new Lifetime Members of the Association to be recognized for their support by adding their names to the plaque. Can I get approval to get Wild Eye Laser engraving to add these names to the current plaque?

PERSONNEL POLICIES AND PROCEDURES

BOSTON FREE LIBRARY MEETING DATE: February 9, 2020

AGENDA ITEM NUMBER: VIII A

RESOLUTION: 2021-01

Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual

BACKGROUND:

On December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual), which contained approximately 100 policies drafted by the Human Resources Department, and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015. Thereafter, this Board adopted the Manual at its meeting on January 12, 2015 for application to its employees.

Since January 1, 2015, a number of Personnel Policies and Procedures have been modified by the Human Resources Department at the direction of the Chief Operating Officer, several of which were necessary based on changes to the applicable laws or governing collective bargaining agreements. Other changes were minor and incidental. As stated in the Introduction of the Manual, changes made by Human Resources are distributed electronically to all library departments and contract libraries. It is the recommendation of this Board for an annual review of the changes made by Human Resources to the Manual and Handbook in the twelve (12) months prior and subsequent adoption by this Board.

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ACTION REQUIRED: Motion to approve Resolution 2021-01

Motion made by Linda Coniglio, seconded by Matthew Boyle and carried unanimously

RESOLUTION 2021-01

WHEREAS, the Board of Trustees of The Boston Free Library (BFL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library; and the exclusive power and duty to control library personnel, and

WHEREAS, on December 18, 2014, the Board of Trustees of the Buffalo & Erie County Public Library (B&ECPL) approved and adopted the B&ECPL Personnel Policies and Procedures Manual (Manual) and the B&ECPL Employee Handbook (Handbook) to be effective January 1, 2015, and

WHEREAS, thereafter, on January 12, 2015 this Library Board adopted same for application to its employees, and

WHEREAS, the Human Resources Department reviews the policies and procedures in the Manual throughout the year and makes changes as necessary, and

WHEREAS, changes to said policies and procedures are incidental or based on changes to applicable laws or collectively bargained agreements, and

WHEREAS, changes to said policies and procedures may require corresponding updates to the Handbook, and

WHEREAS, on February 9, 2021, this Board reviewed the changes made by the Human Resources Department to the policies since January 1, 2020 and recommends approval of same, and

WHEREAS, this Board recommends the review of the changes annually with subsequent reaffirmation of adoption of the Manual, and adoption of the amendments, now therefore be it

RESOLVED, that the Board of Trustees of the Boston Free Library reaffirms its adoption of the B&ECPL Personnel Policies and Procedures Manual and Employee Handbook, and adopts the amendments made since January 1, 2020, and be it further

RESOLVED, that the Human Resources Department will continue to update the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook, as necessary, and will distribute same to all departments and contract libraries as set forth in the Introduction to the Personnel Policies and Procedures Manual, and be it further

RESOLVED, that the Board of Trustees of the Boston Free Library endorses the annual review of the revisions made by the Human Resources Department to the B&ECPL Personnel Policies and Procedures Manual and the Employee Handbook in the twelve (12) months prior to review for adoption by the Board.

NEW POLICIES AND ANNUAL REVIEWS

BOSTON FREE LIBRARY MEETING DATE: February 9, 2020

AGENDA ITEM NUMBER: VIII B-H

ACTION REQUIRED: Motion to approve Resolution 2021-02

Motion made by Linda Coniglio, seconded by Matthew Boyle and carried unanimously

RESOLUTION 2021-02

WHEREAS, the Board of Trustees of The Boston Free Library (BFL) has the power and duty to determine and carry out all policies and principles pertaining to operations of the library;

WHEREAS, on February 9, 2021, the Board of Trustees of the BFL reviewed and approved of the new policies for Open Meetings, Fixed Assets, Library of Things Procedures, and the Public Health Emergency Operation Plan, and

WHEREAS, this Board recommends an annual review of the Conflict of Interest, Whistleblower, and Investment Policy, and

WHEREAS, the BECPL recommended changes to the Ethics Policy updating language and formatting, and

WHEREAS, on February 9, 2021, this Board reviewed the changes recommended by BECPL and made to the Conflict of Interest, Whistleblower, and Ethics policies and recommends approval of same, now therefore be it

RESOLVED, that the Board of Trustees of the Boston Free Library adopts the policies and updates listed above.