

January 11, 2021  
Eden Library Board of Trustees

Library Board President Pat Smith called the meeting to order at 4:50 p.m. In attendance were Jim Agle, Linda Meyer, Jon Wilcox, Library Director Donna-Jo Webster and Town Board liaison Sue Wilhelm. This meeting was held via Zoom.

The minutes of the December 14, 2020 meeting were read. A motion was made by Jim and seconded by Jon to accept these minutes. The motion was passed.

#### DIRECTOR'S REPORT

Donna-Jo reported that circulation for December was good and that our numbers were better than 23 other locations in the county. Keeping the Eden Library open when parts of Erie County went to an Orange designation in November was a good decision. We continue to attract library patrons from other areas of the county.

Donna-Jo noted that even though the county executive has stated that he wants all libraries open, there are several that are still closed because they are in a hot spot for COVID cases.

- The library has received \$1800 in memory of Phil Muck, emeritus board member who passed away December 24, 2020.
- We have learned that All Seasons Landscaping has gone out of business and we have now contracted with Palmieri Paving for plowing service from November 1, 2020 to March 31, 2021. They will charge \$75 each time they come to plow. Sue Wilhelm will investigate whether the Town could take over the plowing for next year.

#### BILLS:

There were no bills presented for payment. However, we have never received an invoice from TS Landscaping for the tree trimming they did in October. We only have an estimate form from them. Donna-Jo will call and see if they are sending a bill.

#### CORRESPONDENCE:

We have received a thank you note from Martha Muck for the orchid plant, which the board sent her after Phil's death.

#### TREASURER'S REPORT:

Bettyann was not in attendance so there was no treasurer's report.

#### OTHER:

- Donna-Jo reported that she had received a Contract Extension from Central that will be in force until we receive our final contract later this year. As motion was made by Jim and seconded by Jon that we approve this contract extension. The motion was passed.
- Jon has been working on the proposal for bids for the air conditioning project. He will be meeting with Ron Maggs to finalize what needs to be done to get the

information to the Town Board so that they can act on it at their meeting either on January 13 or 27<sup>th</sup>. The project needs to be started by April 1, 2021.

- Linda reported on policies that we need to have in place. These are part of the NYS new Minimum Standards that went into effect on January 1. We have several that were not in place.

An Open Meeting Policy was read to the board. Jim made a motion that was seconded by Jon that we adopt the Open Meeting Policy as presented. This was passed.

We had a Whistleblower Policy in our book or policies but it had not been personalized for Eden. The revised policy was presented for approval by the board. Jim made a motion that was seconded by Jon that we adopt the Whistleblower Policy as amended. This was passed.

The other policy that was required was a Disaster Plan. Linda and Donna-Jo worked on this and wrote a plan that covered the most basic needs—no heat, no power, snow, etc. Jim made a motion that was seconded by Jon that we adopt the Disaster Plan as presented. This was passed.

- While looking at all these various plans, Linda raised the question of did the Library have an up-to-date First Aid Kit. Donna-Jo will check on this. Donna-Jo remarked that she also had updated emergency contact information for staff members after working on the Disaster Plan.

- The Long Range Plan of service we have is good until 2022, but a new version is being worked on.

- With Marilyn's resignation, we are down 1 trustee from our Bylaws, which require 6. We can either add a trustee or amend the Bylaws to go down one. Linda did a search and noted that the majority of libraries have either 5 or 7 trustees. Several have the option of having up to 11 trustees. We will discuss a possible change at a future meeting.

- Linda will leave the Conflict of Interest forms at the library for each trustee to sign at their convenience.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,  
Linda Meyer, secretary