

December 14, 2020
Eden Library Board of Trustees

Library Board President Pat Smith called the meeting to order at 5:25 p.m. In attendance were Jim Agle, Linda Meyer, Bettyann Neifer, Jon Wilcox, and Library Director Donna-Jo Webster.

The minutes of the October 12, 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 October and November have been good and that our numbers have been consistently better than many other libraries. She feels that keeping the Eden Library open when parts of Erie County went to an Orange designation on November 20 was a good decision. We have attracted library patrons from other areas of the county and the staff has received many compliments from patrons.

- Donna-Jo reported that the light timer is now working again even though the Town never got around to repairing it. She has contacted All Seasons Yard Maintenance about plowing for the winter season but to date has not heard a response from them. Tony has checked out the snow blower and it is ready to be used.
- There were several alarms from DFT Security in November that involved a water leak in the basement. This appears to be resolved for the time being.
- Donna-Jo reported that the Code Club grant has been extended to March 31, 2021 because of the impact of the pandemic on libraries. Kids who were involved in the original group have still been logging into the program and working on projects.
- We have been operating at 32 hours per week since June, which is 3 hours under our minimum state-mandated service. During New York's State of Emergency we were exempt from meeting the 35-hour requirement. Donna-Jo would like to go back to our full number of hours and is proposing the following schedule to begin the week of January 4:

Monday, Tuesday, Thursday... 11 a.m. to 6 p.m.

Wednesday.... 2 p.m. to 7 p.m.

Friday... 11:00 a.m. to 5 p.m.

Saturday... 11 a.m. to 2 p.m.

She has discussed this schedule with the staff and feels that it will work despite the fact that we are down 2 positions. The Board agreed with her suggestion and we will see how it works out.

BILLS:

The following bill was presented for payment:

- Gui's Lumber..... \$5.18

A motion was made, seconded and passed to pay this outstanding bill.

Since we did not have a regular meeting in November, Donna-Jo requested payment of the following bills via e-mail:

- Gui's Lumber.... \$9.38

- DFT Security..... \$66.00
- Erie County Water.... \$50.28

These were all approved to be paid via an e-mail vote.

CORRESPONDENCE:

Pat has received a letter from Marilyn Antos stating that she will not seek another term on the board. Her term expired on December 31, 2020. The Board accepted her resignation with regret. Pat then charged the board to come up with suggestions for new board members.

TREASURER'S REPORT:

Bettyann was not in attendance but had forwarded account balances to Pat to be presented.

Bettyann also sent notification that she had received a contract from Tru Green for the 2021 season for 4 applications at \$110 each. She requested approval from the Board to go ahead. This was passed.

OTHER:

- Jon passed out a draft Request for Bids for the library's air conditioning project. Some additions and changes were suggested. Jon will meet with Ron Maggs regarding how to proceed from this point to make sure that it meets the state's requirements.
- Donna-Jo mentioned that one of the State standards that must be in place by January 1, 2021 is a Whistle Blower Policy. Linda believes that we have an adopted policy on this, but will double check so that it can be placed on the library's website.
- Linda gave a report on the ACT meeting which was held via Zoom on December 12, 2020. (see separate notes regarding this meeting) Pat brought up a problem that occurred with the election. Karen Bordanero was proposed as the new vice president, but was inadvertently referred to as being nominated to be a "director" and voted on as such. The ACT board is looking into correcting this misinformation and the election.
- Donna-Jo presented a resolution from Central regarding amendments to the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual. We are required to formally adopt any changes that were made during the year. The secretary read the resolution. A motion was made by Jon and seconded by Jim that the Eden Library endorses the annual review of the revisions made by Human Resources Dept. to the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual and the Employee Handbook in the past twelve months. This motion passed with 4 Ayes, 0 Noes, 2 board members absent.

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,
Linda Meyer, secretary