

Elma Public Library Board of Trustees Meeting

March 10, 2020

Present: Tom Carloni, Nathan Clinard, Eileen Holden, Ellen McGreevy, Tom Pirrung, and Sue Sudlik

Excused: Terry Booth

The Meeting was called to order at 6:35pm

Minutes: The February minutes were reviewed with no content changes except to note that a word was somehow edited from the first paragraph that should read “well received” after the word “very”. Also, to be technically correct, we should refer to our “Ginger Bread Houses” as “Graham Cracker Houses” when referring to this popular annual December activity.

Librarian’s Report: Tom C. reviewed statistics for February noting that there has been an increase in some statistics; circulation is up as is gate count and computer usage while Wifi log-ins decreased. We will still highlight titles in displays and present selections of interest. A power outage forced the cancellation and reschedule of an activity which still attracted a good number of attendees. The scrap book program proved popular. Also of interest were the number of adults that stopped in for the model railroad program.

The Senator Patrick Gallivan meeting was discussed. Ellen spoke to her concern which she addressed with the Senator and Assemblyman David DiPietro while they were here. The overall purpose of the meeting as a library advocacy event was noted although it was felt that it would have been better if there had been more time and that the area citizens were more involved and not only library related community members. Ellen was commended on her articulation of the State Education Department added mandate regarding Trustee education. The Senator seemed clearly pleased to have been made aware.

Tom reported on recent training that involves the Library’s involvement in the 2020 National Census. April 1st is “National Census Day”.

Treasurer’s Report: Ellen McGreevy reviewed the Treasurer’s report noting that we have a check for \$5365.76 as our “Return to System” payment for 2019. An invoice outlining the details was present for review. The Report was accepted by all present without any corrections or additions.

SUB COMMITTEE REPORTS

ACT: The next ACT gathering is scheduled for Saturday, March 14th at the Central Library. As plans are thus far, Eileen and Tom P are scheduled to attend and both Ellen and Sue will likely also attend but not be present for early refreshments or lunch. Changes in parking and entrances

were briefly discussed. Members were cautioned to monitor email in the case that the event is cancelled due to growing Coronavirus concerns concerning group gatherings.

Friends: It was noted that the Friends had another good meeting with four members attending. The group is organizing some supplies that will assist Kate Puehn with her programs.

Programs: Tom C elaborated upon future programs being arranged that include

- The Happiness Effect
- Sewing Basics
- Butter Lamb Carving
- Watercolor Basics

Buildings and Grounds: Tom C noted that our maintenance staff member, Larry, will be out of work for a period due to surgery. Tom is exploring any potential alternative as well as assessing what existing staff may be able to do to pick up or cover some of Larry's routine tasks. It was noted by Trustee's that this comes at a time when we hear of upgrading attention to surfaces for infection control reasons. As far as currently known, there is no "pool" of replacements within the system for maintenance as may exist in some areas for professional staff. There could also be administrative hold-ups in hiring a "new" person. Tom has been contacting area libraries to explore what may be available as a temporary service.

With respect to grounds, Tom C noted that there is no town contract yet with a nursery or grounds-keeping service. The Town Hall will advise Tom C once a contract is approved. It was noted that the early spring will hopefully clarify what plantings have survived and which need replacement

Publicity: It was discussed briefly that it would be great to explore any possible photo-ops that would be of interest in the Elma review.

OLD BUSINESS

Investment Policy Review: Ellen passed around a modified draft of an investment policy that she reviewed and tailored to our situation at Elma. The policy was reduced to 6 pages from the broader based initial draft sample of 9 pages. This was feasible and recommended since all of our investments are in Certificate of Deposit or Money Market Accounts. Policies/procedures that do not apply were stripped out. If we were to change our investment products in the future, we could modify the policy at that time. The draft needs to be reviewed by members and moved for approval at the next meeting or when all are in agreement.

Corner Sign: a recent proposal offered by Jeff Packard for possible consideration as a sign for the Library was passed around. It remains available for presentation to the Zoning Board members in the future. The sign is not meant to be a bright or distracting marquis such as exist at other venues or institutions but rather as a replacement for the smaller plastic signs that are currently utilized when weather conditions permit. These are needed to publicize activities.

NEW BUSINESS

Whistleblower Policy: Tom C noted that we have not had such a policy and that his research has noted that we are not covered by a System policy as it is considered a locale-specific item. Federal requirements only exist for non-profit employers of 20 or more staff members. Thus, it remains optional for the Library. A policy adopted by Hamburg was passed out for review and discussion at a future meeting. Members felt the policy was positive upon first review.

It was noted that 5-7 members are recommended for our **Trustee** panel. Nate has been approved by the Town Board and recently took his oath as of February 28th. While we are within our parameter of membership, it would be good to have yet another member. Names suggested for consideration included Dorothy Montague who is often present at the Library and who shows a strong grasp of operations. Another suggestion is Chuck Putzbach who is similarly present and articulate to needs and services.

All Trustee's present signed their **Conflict of Interest** statements.

Activity Room Décor: Tom C reviewed some previously obtained estimates on re-painting the Activity Room. Estimates available were:

Star Painting	Tony	Pending
Apollo	Matt Pryor	\$2960
Salerno	Tom Salerno	\$2750

It was suggested from recent experience locally, that "Choops" painting also be contacted for an estimate. Ellen and Sue have supplied some color samples that have been applied to each of the four walls to assess light and color qualities. Trim options were also suggested as well as an accent wall. Staff has been encouraged to express their preferences as they are the ones who spend the most time with the potential new colors. The lighter color seems to be preferred over the "Shitake" tone. Similarly most prefer to have the trim the same color but in a more durable finish than what is applied to the walls. Following discussion, Ellen made a motion, second by Nate, to approve painting of the Activity Room in a color to be decided no later than 3/31/2020 so that the work can be scheduled before the busy construction season begins.

A motion was made to **approve all previous minutes and reports** was made by Sue, second by Nate with all in favor.

The next meeting will be April 14th. Librarian Kate Puehn will be present to deliver the Director's reports.

The meeting adjourned at 7:55PM

Respectfully submitted,

Tom Pirrung