

**Lackawanna Public Library  
Board of Trustees Meeting Minutes  
Wednesday, November 24th, 2021**

- In Attendance: Bill Tojek, Dean Otoka, Michelle Saniewski, Andrea Haxton, Lynn Dziak and Meghan Soderholm. Also Present: Salvatore Bordonaro, James Schichtel, Sandra Falsoni
  
- Call to order 5:40 pm.
  
- The Board meeting was held at the library. Board meetings are open to the public. Three members of the public were present.
  
- The minutes from the previous board meeting were reviewed and accepted. Minutes are posted on library website, posted on our bulletin boards and copies are made available to the public.
  
- Statistics from October were reviewed and accepted.
  
- There are a couple of updates in regards to COVID-19. Masks are still to be worn inside the library at ALL times. Staff in preparation of the OSHA Mandate will be required to provide proof of vaccine to human resources. Proof will be sent to HR by November 29<sup>th</sup>. Masks will also be given to patrons who forget them.
  
- The Director Job search cannot start until the test results for the last round of Librarian Civil Service testing are in. As soon as the results are in, the board will post the job and start the interview process.
  
- There have been many updates in regards to Open Meetings Law. Library Board Meetings continue to be open to the public. The meeting agenda, statistics, and any supporting documentation for the meetings will be posted on the library website at least 24 hours in advance. The Board Meeting Minutes must be posted to the website and available for public access no later than two weeks after the board meeting. Hard copies of everything will be in a binder which will be kept in the media room across from the new material.

- A new Page gas been hired and she will start the week of December 4<sup>th</sup>. The library is still in search of a new Caretaker. Job was posted throughout the library as well as social media and Meg is continuing the job search.
- Meg is part of the Lackawanna Stakeholders Coalition and they have requested to do some Hub events here at the library. Due to the effects of COVID-19 and the amount of space in the library, the Board decided to postpone doing Hub table events until the summertime where we could utilize the outside more. The library will be available to host Hub meetings.
- The library will be having Black Hat Chimney & Fireplace, Inc. to install the gas inserts for the fireplaces the week of November 29, 2021 just in time for the winter. Safety precautions will take place and a policy will be constructed.
- The 2022 Holiday Schedule was released in October. The Board voted on the following: The Library will be closed on Christmas Eve and Christmas Day. The Library will be open on New Year's Eve 10:00 am – 4:00 pm and be closed on New Year's Day. Final Holiday Schedule must be submitted by December 3.
- The code of conduct was reviewed and presented to the board. Anyone using the library and its services must comply with the code of conduct. Failure to comply, patrons will be asked to leave by Security Guard and/or Director.
- Plans were discussed in regards to the Friends of the Library. We would like to do more recruitment. Andrea and Dean went to other libraries for ideas and began drafting a membership form and flyer. Once complete, Meg will contact the graphics department at central to help print out. We continue to recruit across the community.
- A centennial gala committee was formed and have met a half hour before board meetings. The committee is planning to do a centennial celebration Sunday July 10<sup>th</sup> with a barbeque and events leading up to the Centennial Gala. There will be library merchandise for sale as

well as marketing and promotions leading up to event. Centennial Gala Committee will be meeting on December 15<sup>th</sup> @ 4:45 PM.

- The next meeting of the Board of Trustees of the Lackawanna Library will be held on December 15th @ 5:30 pm.