

City of Tonawanda Public Library
Board of Trustees
Meeting Minutes - December 14th, 2020

I. Call to Order

Meeting called to order by President Karen Bordonaro at 6:32 PM

II. Attendance

Present: Karen Bordonaro, Jay Holler, Gayle Brown, Bonnie Bugbee, and Library Director John Gaff. Future Trustee Cecilia Driscoll also in attendance; term begins January 1st, 2021.

a. Welcome New Trustee

Cecilia Driscoll was welcomed by the Board of Trustees

III. Approval of minutes from last meeting (Action Required)

Motion to approve the November meeting minutes by Jay Holler. Motion seconded by Gayle Brown. Unanimously approved.

IV. Financial Report

Financial report given by Library Director John Gaff. No additional comments.

V. Director's Report

Director's report given by Library Director Gaff. No additional comments.

VI. Public Comment

No public comment.

VII. Policy Review

a. Petty Cash Policy (Action Required)

Updated Petty Cash Policy reviewed by the Board of Trustees. Motion to approve the updated policy as written by Bonnie Bugbee. Motion seconded by Gayle Brown. Unanimously approved.

b. Disaster Response Policy (Action Required)

Disaster Response Policy reviewed by the Board of Trustees. Motion to approve the policy as written by Bonnie Bugbee. Motion seconded by Gayle Brown. Unanimously approved.

c. Long-Range Plan of Service (Action Required)

Long-Range Plan reviewed by the Board of Trustees. Motion to approve the plan as written by Jay Holler. Motion seconded by Bonnie Bugbee. Unanimously approved.

d. Personnel Policies (Action Required)

Motion to accept resolution 2020-01, Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual, by Gayle Brown. Motion seconded by Bonnie Bugbee. Unanimously approved.

VIII. Old Business

a. Staff Appreciation

Staff appreciation cards were distributed to staff who voiced immense appreciation. The cards included \$50 for each staff member. Of the \$50, the Board of Trustees provided \$25 and the Friends of the City of Tonawanda Library provided \$25, which was mutually agreed upon by both groups during the November meeting of the Board of Trustees.

IX. New Business

a. 2021 Board Meeting Schedule (Action Required)

2021 Board Meeting Schedule reviewed. Motion to approve the schedule as presented by Bonnie Bugbee. Motion seconded by Karen Bordonaro. Unanimously approved.

X. Friends of the Library Updates

No update to report.

XI. Adjournment (Action Required)

Motion to adjourn the meeting by Gayle Brown. Motion seconded by Bonnie Bugbee. Meeting adjourned at 7:31 PM.