

City of Tonawanda Public Library
Board of Trustees
Meeting Minutes – November 9th, 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

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

Motion to approve the October meeting minutes by Jay Holler. Motion seconded by Bonnie Bugbee. Unanimously approved.

IV. Financial Report

Financial report given by Library Director 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. Open Meetings Policy (Action Required)

Open Meetings Policy reviewed by the Board of Trustees. Motion to approve the Open Meetings Policy as presented by Bonnie Bugbee. Motion seconded by Gayle Brown. Unanimously approved.

b. Micro-Cluster & Curbside/Walk Up Service Plans (Action Required)

Micro-Cluster & Curbside/Walk Up Service Plans reviewed by the Board of Trustees. Motion to approve the plans as presented by Gayle Brown. Motion seconded by Bonnie Bugbee. Unanimously approved.

c. Freedom of Information Law (FOIL) Policy (Action Required)

Freedom of Information (FOIL) Policy reviewed by the Board of Trustees. Motion to approve the policy as presented by Jay Holler. Motion seconded by Gayle Brown. Unanimously approved.

VIII. Old Business

a. Staff Appreciation

The Board of Trustees finalized plans for Staff Appreciation to include a bulletin board for comments to be left about staff, and a gift to be given to staff during the December holiday season.

b. Christmas Eve Opening Hours

The Board of Trustees reviewed a request from Library Director Gaff to completely close the Library on Christmas Eve, rather than be open for a half day. Motion to approve the request made by Bonnie Bugbee. Motion seconded by Gayle Brown. Unanimously approved.

IX. New Business

a. PPE Purchase

Library Director Gaff made a request to spend up to \$100.00 on the purchase of additional Personal Protective Equipment (PPE) for staff, including masks and mask filters. Motion to approve the request made by Jay Holler. Motion seconded by Bonnie Bugbee. Unanimously approved.

X. Friends of the Library Updates

An update on the Community Foundation and their relationship to the Friends of the City of Tonawanda Public Library ("Friends") was given by Library Director Gaff. The Community Foundation manages a fund that was set up by members of the Friends. Each year a small percentage of the fund is paid out to the Friends.

XI. Adjournment (Action Required)

Motion to adjourn the meeting by Bonnie Bugbee. Motion seconded by Gayle Brown. Meeting adjourned at 7:45 PM.

Respectfully submitted,

John Gaff