

**City of Tonawanda Public Library**  
**Board of Trustees**  
**Meeting Minutes - October 12<sup>th</sup>, 2020**

I. Call to Order

*Meeting called to order by President Karen Bordonaro at 6:31 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 September meeting minutes by Gayle Brown. 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. Conflict of Interest (Action Required)

*Conflict of Interest Policy reviewed by the Board of Trustees. Motion to approve the Conflict of Interest Policy as presented by Jay Holler. Motion seconded by Gayle Brown. Unanimously approved.*

b. Ethics Policy (Action Required)

*Ethics Policy reviewed by the Board of Trustees. Motion to approve the Ethics Policy as presented by Bonnie Bugbee. Motion seconded by Karen Bordonaro. Unanimously approved.*

VIII. Old Business

a. Staff Appreciation

*The Board of Trustees reviewed options for Staff Appreciation; tabled until the November meeting for further discussion.*

**IX. New Business**

*A brief discussion regarding the Friends of the Library and their finances ensued.*

*Discussion regarding the upcoming election on November 3<sup>rd</sup> ensued. Concerns regarding the safety of voters and library users were brought up. Specifically, the lack of ability to maintain social distancing when entering and exiting the Meeting Room, where voting is held. Director Gaff will reach out to the Board of Elections to request an evaluation be completed. He will then report to the Board of Trustees on the Board of Elections response.*

**X. Adjournment (Action Required)**

*Motion to adjourn the meeting by Bonnie Bugbee. Motion seconded by Gayle Brown. Meeting adjourned at 7:30 PM.*

**Respectfully submitted,**

**John Gaff**