

Board of Trustees Meeting. September 25, 2018

*Called to order at 6:35

*Welcome Margo Gustina, Deputy Director STLS

*Trustee Handbook: we are the Stewards of public funds so the handbook and packet are important.

1. Volunteer trustees should do professional development..STLS can provide it
 - a. Each year STLS has summer retreat for Trustees
 - b. Disaster preparedness is topic for discussion—Preparing Resilient Libraries
2. Library Bill of Rights...based through the law
 - a. We must have our own Bill of Rights for the 20th Century Club Library
 - i. Decide what we do not want patrons to be able to do so our policy must delineate this with clear, objective language.
 - ii. Patron behavior policies with objective criteria.
 - iii. Use of facilities...clear, objective reasons.
 - iv. Internet use policies challenging.
 - v. Monroe County has a filtering policy..Susan asked for samples of policies
 - vi. One who has been disallowed entry to the library must have some way to appeal judgment –the form should be on hand
 - b. Challenge to materials in the library—we do have a Collection ____ Policy
3. Confidentiality of patrons' 'records'
 - a. What to do when police make a request
 - b. Cannot tell anyone someone's address or what he has been reading.
 - i. Ie: looking up how to make meth—can tell that because making meth is illegal.
 - ii. As a reasonable citizen , but not mandatory reporter
 - iii. Legally bound to check out items to any cardholder...
4. We need to pay attention to the public use of library as a center for accessing information- and the use of it for an illegal act.
5. Library Trustee Job Description
 - a. Act in good faith, allegiance to institution, fulfill the mission.
 - b. Made up of citizens with diverse experiences, skills—decisions made with the good of the library foremost in mind.
 - c. Review the Rules and Responsibilities of Trustees
 - d. Informed, robust, legal policies are to be part of Trustees
 - e. Long-range planning facilities Plan. Advocating for library in public.
 - i. Goals for library performance each year.
 - ii. Evaluation of Director should include how Director evaluates staff.
 - f. Recommended policies checklist---use it as our checklist reminders.
6. Library in NYS must meet the standards or we lose our registration which allows us to receive tax money.

7. New Law: October 1-Jan. 1....employers must provide training on how to combat sexual harassment in workplace.
8. What is our Whistleblower Policy?
 - a. We need to look at what our policy might be, our local procedure. What happens if a patron feels harassed by employee, etc.
 - b. Check the NYS template
9. In all things governing, **identify the Intention or the Spirit of the rule** in order to write a rational policy.

REGULAR Meeting:

- 1 Minutes of last meeting: make corrections on computer
 - a. Eric moved to accept minutes with corrections, seconded by Julie
- 2 **Director's Report:**
 - a. One computer died. Donated Mac does not recognize the wifi network so cannot be used yet. Board needs to move on getting new computer
 - b. Security camera works well...kids using the downstairs regularly
 - c. Corey is not cleaning well..bathrooms, rooms are shabby
 - i. Meet with him...he needs to commit or drop.
 - d. New email from STLS re: commercial insurance policy for board members as well.
 - e. Question: Richardson & Stout Insurance..have they come to do an audit?
 - f. Alfred job is going well..but Gina is willing to come in Tuesdays, Wednesdays to help train in the next few weeks.
 - g. Discussion of Teen use of downstairs..camera is effective.
 - i. Cannot be seen in some rooms so we should look at locks for Blue room door
 - ii. Camera in the hallway will be helpful
 - h. Motion to accept Director's Report by Eric, seconded, Julie. Passed
- 3 **Bookkeeper's Report**
 - a. Amazon Smile--\$15.65
 - b. The check in question last meeting is for the construction ramp grant.
 - i. Photos of final project need to be sent in.
 - ii. Are we allowed to put up a metal roof over the ramp in back.
 - iii. Val will review more of the grant and share at the next meeting.
 - c. ALA membership: would allow us access to more grants. We will remain.
 - d. Shed is completed: shelves will be added. The ramp will be refitted. All under budget.
 - e. Income is slow, but tax money will come next month.
 - f. Arrange a separate Budget Planning Meeting on Monday, October 22 at 6:30.
 - g. Paychex fees increase to \$70...Wage Theft Protection Act NYS????
 - i. Julie will get information re: payroll rules for the Board.
 - h. Reimburse Susan for expenses for Community Day. Motion approve, Eric. Second, Julie Passed.
 - i. Motion to pay bills by Eric, Seconded, Linda. Passed

- j. Susan suggested looking into a different payroll company for information/comparison.
- 4. Club Report—Susan
 - a. Community Day--\$195 received quilt raffle. Sausage sale..a lot left. Perhaps lower price to \$4. Helen McKnight made all the phone calls..will not do it next year.
 - i. Look for tent for next year.
 - b. Look at ways to show where tax dollars go for the library.
 - i. The Director, Club, Board need to work together to develop a newsletter about what is happening, what we offer, etc. Twice a year: 1. This is what we are doing. 2. This is what we did
 - c. May 13, Dinner, JC's Café...Club should pay for Director, aids dinners
 - d. Election Day: soup, sandwiches in library. Some for Take out. Delivery if driver available
 - e. Motion to accept Eric, Julie seconded. Passed.

5. OLD BUSINESS

- a. Structural Engineer update: done. Check in the mail. We will get a report.
- b. Entry to attic located in ceiling above the steps going down to lower level. Blueprints, etc. could be there.
- c. Eric's layout for new placement of shelves, etc. in main floor. Will nearly double shelf space.
 - 1. Eric will get materials to build shelves. Also have keys made.
 - 2. The office will now house locking files for confidential files. Plus the safe.
- d. Kindle Update: give away. Prizes for reading program. Motion to give as prizes—Eric, Second—Julie. Passed.
- e. Search for new Assistant and an Aide Update: interviews Thursday, 2 pm. Wednesday, 1 pm
 - 1. what are we offering for benefits, pay, some paid holiday

6. NEW BUSINESS

- a. Elva has not had time to write out the new policy for paid time off—will be done by 9/29
- b. Motion made by Julie, seconded by Eric to change the meeting to last Thursday of month. Passed
- c. discussion re: locks on doors in lower level...Eric will look into this.
- d. Must have separate meeting to build a 5 year plan.

e. Computers:

1. Director, Assistant each get a new one. Eliminate touch screen..go to keyboards,mice
2. 4 year service, warranty: DELL platinum service
3. Motion to approve Eric's purchase of 4 computers when he finds a good deal.
 - a. move \$5500 from payroll to technology to replace Director, Assistant computers, and two of the remaining six.
 - b. Motion to allow Eric to purchase 4 computers with 4 year tech support, not to exceed \$7500. Motion made by Julie, seconded by Linda. Passed.
4. Also, set a policy to replace two computers each year.

Next meeting October 25 at 6:30.

Motion to adjourn, Eric. Second, Linda. Passed.