

Wadsworth Library Board of Trustees Meeting Minutes Thursday June 11, 2020

Board Present: Mike DaBramo, Tom Whitmore (remote), Carolyn Meisel (remote), Marcia Podhorecki, Mark Sullivan, Julie Brocklehurst-Woods , Geoff Clough

Absent: Marcia Koch

Staff: Debby Emerson, Sarah Matthews

Guest: Alan Rudgers

Call to order at 4:10 by President Mike DaBramo

Adoption of the Agenda: motion by Geoff, second by Marcia, passed

Calendar: Employee evals will occur in July. There will be no book sale this year.

Approval of Consent Agenda to include:

Adopt the minutes of the regular meeting on May 14

Treasurer's report;

Children's Librarian report; and

Director's report

Moved by Carolyn, second by Julie, passed

Reports

- a. Financial reports and approval of bills (warrants):
- b. Approval of pre-audit payments from: 5/13-6/10 Motion by Marcia, Mark second, passed
- c. Approval of regular payments: motion by Mark, second by Marcia, passed
- d. Receive financial reports: motion by Marcia, second by Mark, passed

Friends of Wadsworth Library report by Lisa Kime

The annual meeting has been postponed. Membership mailing will be going out in July via postcards. They approved a wish list for upcoming year. An ad for the library is being purchased in the booklet for the Rotary Festival, moved to September. They possibly may hold a holiday book sale. Their next meeting will be July 7 at 5:30, Geoff will attend.

Old business

1. Second floor expansion
 - a. Construction update: The support beams have been installed. We are waiting for the metal decking to arrive. October 1 may be the completion date. Alan reported that the water connection for sprinklers is complete and pressure-tested. Some mold was found due to a leak in the elevator shaft which will cost \$4-5000 to repair. Carpeting has been selected, paint choices are available. Furniture will need to be selected soon, Marcia will work on this. We may hold an Opening Ceremony in October; outdoors would allow more distancing. Our existing electrical service may not be adequate.
 - b. Fundraising: We have currently raised \$1,245,764.50, 83.1% of our goal. We still need to raise \$254,235.50. \$1800 has been raised since our last meeting. The climate seems to be right for resuming active solicitations. Sarah has been exploring artwork for donor recognition, trees can work well for this. We need to hold a Zoom meeting to figure out how this artwork would be

used; would it replace the plaque we had been discussing? Geoff is selling some of the old newspapers in our storage room.

- c. Wiring/Communications/connectivity update: Time/Warner equipment has been moved, we are waiting for wiring until after construction is completed.
2. Reopening plans: The book return will open Monday, 10:00 – 1:00, and 4:00 – 7:00. There will be a 72 hour quarantine for returned materials. Only Full-time staff will be in the building next week, half at a time. Take-out service begins June 29. Donations of bags to use are being accepted. People may enter the building in mid-July. Objects that encourage lingering (i.e. reading chairs) are being removed.
3. Long Range Plan: Carolyn will start the conversation regarding survey questions via email. We want to plan for improvements over the next 5 years.
4. York users (on hold)
5. Second vote on policy changes

MOTION 47 I move to accept all changes to the policies that were presented at the May meeting. This date of approval is to appear at the end of said specific policies sections.

B. Trustees: By-Laws: 8-Meetings: 8 #9 moved to become #1. All others moved down one #.

D: Financial: 8-Payment of Bills :

Waste Management & RG&E changed to Garbage Disposal and Utilities.

Final paragraph beginning with The Master Card credit card... to be replaced with:

The Library currently uses a Master Card issued by Key Bank. Purchases on the card cannot currently be viewed on the website. Moved by Carolyn, second by Julie, passed unanimously.

New Business

1. 2021 Budget revision: \$8000 needed to be cut from our budget, \$7000 for unanticipated repairs was removed. Our state aid will increase slightly. The Livingston County \$13000 in our budget is in jeopardy due to COVID.

2. Filling vacant Board slots: At our July 9 Board meeting, our first agenda item will be to reappoint Mike and Geoff. VP Tom will sign any checks needed the first seven days of July.

3. Director's evaluation: The financial process presented by Marcia at Board meetings doesn't always seem smooth. Debby will speak with Michael.

The Board moved into Executive Session at 6:00 to discuss Debby's performance. Executive Session ended at 6:20.

The Ad Hoc Personnel Committee, consisting of Mike, Tom and Geoff, will meet with Debby on June 22 at 10:00 a.m. to discuss her performance.

Next meeting is July 9 at 4:00

Move to Adjourn at 6:30 motion by Marcia, second by Mark, passed.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary