

Wadsworth Library Board of Trustees Meeting Minutes Thursday May 14, 2020

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

Absent:

Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Call to order at 4:04 by President Mike DaBramo

Adoption of the Agenda: motion by Carolyn , second by Tom, passed

Calendar: the normal events on the calendar are not happening due to the Coronavirus pandemic, with the library closed. The Director's self-evaluation is in progress, will be completed by June.

Approval of Consent Agenda to include:

Adopt the minutes of the regular meeting on

Treasurer's report;

Children's Librarian report; and

Director's report: Sara and Brandy have been very busy, especially with online programming. There have been many recent phone calls about when the library might open.

Moved by Tom, second by Carolyn, passed

Reports

- a. Financial reports and approval of bills (warrants): Marcia stated that there is nothing unusual. Fixed assets through 2014 have been reviewed, the remainder will be reviewed by next month. Donations for the Children's Library are being moved to the RACF account. Checks will be signed today. Construction funds have been broken out. Tom reported that he has signed the 990 for 2018-2019.
- b. Approval of pre-audit payments from April 13 – May 11. Motion by Carolyn, second by Tom, passed
- c. Approval of pending payments: motion by Tom, second by Carolyn, passed
- d. Receive financial reports: motion by Mark, second by Tom, passed
- e. Friends of Wadsworth Library has not recently met. They are planning to meet in June.

Old Business

1. Second floor expansion
 - a. Construction update: Construction will begin May 18. Most demolition was done before the complete shut-down. Mike and Debby will meet with contractor next week.
 - b. Meeting Room storage: storage for chairs has been created at extra cost.
 - c. Fundraising progress: The grand total of what we have currently raised is \$1,243,964, representing 82.9% of our stated goal. We have enough to pay construction costs in the near future. The Construction Aid Grant of \$358,000 will be paid by September, 2021. In spite of current financial times, we are not expecting this amount to change.
 - d. Mike has obtained two quotes for wiring to support phones and computers, from R-Option and Hoeffler. Both were approximately \$8000. Mike would prefer to work with Hoeffler, who comes highly recommended by PLS. The Hoeffler proposal was passed via motion by Carolyn, Second by Julie. This representative will come in to meet with Lindsey from Bero Architecture and our contractor.

- e. Security Cameras: will be installed after construction is complete as previously discussed. Quotes will be needed, the wiring will be in place.
2. Policy changes: The Board of Trustees previously voted that Wadsworth Library will eliminate fines for overdue books, and policies need to be updated accordingly.
Section C-Patron Rules & Services
 - a. 3.1 Eliminate the words “fines or”. Now to read...a patron owes \$5 more in replacement costs of materials or...
 - b. 3.5 to read “the second notice is a bill for the value of the outstanding item(s) that is sent out after items are 21 days late.”
 - c. 4.1 to read “Overdue notices are sent for outstanding items to encourage Library users to return their materials so they are available for others to use. The Board of Trustees has eliminated fines for overdue items.”
 - d. The last portion of 4.1 concerning Ed Law is to be eliminated.
 - e. 8.1 Loan Periods and Limits. Eliminate “no fines are currently being charged on children’s print or audiobooks”
 - f. 8.3 Fines. To read “There are no fines for overdue library materials, but the user is responsible for all items signed out on his/her card.”
 - g. 8.4 Final sentence to read “The Library does not accept replacement materials unless a special arrangement is made with the director.”

Motion 44. Approval moved by Carolyn, second by Mark, passed.

Section B-Trustees

#8 Order of business for regular meetings. Move #9 Period for Public Comment to the top of the list and change the numbering accordingly. **Motion 45** Approval moved by Carolyn, second by Geoff, passed.

Section D Financial

14 Online Banking, the last paragraph shall now say, "The library currently uses a MasterCard issued by 'KeyBank'. Purchases on the card cannot currently be viewed on the website." **Motion 46** Approval of new wording moved by Carolyn, second by Julie, passed.

Section E Staff, 2 Personnel, and Section F Miscellaneous, 2 Disaster Plan: Long range plan: were discussed but no changes were made at the present time. Future wording may be coming from PLS.

3. York residents and library use: ON HOLD

New Business

1.NY State Aid: This will probably be a lot less next year due to the current financial environment. This will reduce funds we receive from PLS. Professional Development funds will probably not be available. There will be a 2/3 reduction for next budget year, so our budget will need some reductions. WE will need to find some funds in our budget for PPE and sanitation supplies.

2.RACF: This is the default investment for us, with a 1% fee. Our endowment is currently down \$145,000. Mike and Debby recently attended a presentation from them; they seem to be on top of the situation. Mike discussed the possibility of moving \$100,000 from RACF into the checking account to save the \$300 fee for this quarter. There was discussion but no agreement on where to put this money. It wouldn't be needed in the near future. The funds will stay at RACF.

3.Flower beds: Mike purchased stone edging to protect the bed along the front sidewalk from salt. The stone now needs to be cut, but he is concerned about the liability of a volunteer using a power tool on library property for this task. Debby will check with our insurance agent about this.

4.Reopening Plans: PLS has developed an extensive plan, which Debby sent to all Trustees. The plan includes a first phase opening date of June 15, but this could change depending on the pandemic status in our region. Debby and Mike will attend a webinar later today to review and discuss this plan, for their better understanding.

Next meeting is June 11 at 4:00.

Adjourn at 5:30, motion by Geoff , second by Carolyn.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary