

**Wadsworth Library Board of Trustees
Minutes for Thursday, January 14, 2021
Zoom Meeting Room**

Attendance:, Liz Argentieri (Zoom), Mike DaBramo(Zoom), Julie Brockelhurst Woods (Zoom), Debby Emerson(Zoom), Marcia Koch(Zoom), Carolyn Meisel(Zoom), Marcia Podhorecki (Phone), Mark Sullivan(Zoom), and Tom Whitmore (Zoom)

Excused:

Guests: Sarah Matthews (Zoom)

Call to Order: Meeting called to order by President Mike at 4:03.

Agenda Approval: (101) Motion to approve the January 14 Agenda, __ Mark __.
Second, __Julie __. Carried.

Calendar Review:

January:

- Present new budget

- Review current budget

- Trustee nominations finalized

- Carolyn, Tom, and Liz stepping down at end of term

- Looking for more people

- Board meeting January 14

- Director's evaluations of employees

- Debby is working on evals and staff will get feedback form to her on January 20th and then will sit down with each staff member

- May not be completed by February Board Meeting but close

- Debby will let board know when completed in Feb/March

February:

- Legal notices for budget increase

- Ads for Trustee Petitions

- Bullet Aid request from State Representatives

- Board meeting February 11

- Annual report to State

Advocacy Day Feb 26, 2021

Consent Agenda (102) Motion to approve the January 14, 2021 consent agenda to include Regular Meeting Minutes of December 10, Treasurer's report; Director's report; Children's Librarian report, ___ Carolyn _____. Second, ___ Julie ___. Carried.
Dates in Tax cap resolution fixed December Minutes.

Reports:

I. Financial reports and approval of warrants

(103) Motion to approve pre-paid Warrants for December 29, 2020 to January 11, 2021, ___ Mark ___. Second, ___ Carolyn ___. This Warrant disbursement was unanimously approved.

Whitney East - Rug Issues, with-holding portion of payment?

New carpet tiles showing dirt and stains already

Need runners to protect it, offered to try steam cleaning,

Cleaning did not work

Carpet in children's area had clear plastic cover of certain parts of it.

Once construction was finished, coating taken up and can see clearly where the cover was.

Brand new carpet and have stains and other issues.

Have offered to replaced carpet tiles if the problems weren't fixed.

How much is damaged and what value? Withhold partial payment?

Half of amount owed until remedied?

Could be residue on carpet in Children's area causing problem.

(104) Motion to pay only half of Whitney East bill (\$28,847.05), ___ Tom ___.
Second ___ Liz ___. Carried.

(105) Motion to approve Warrants for January 15, 2021, ___ Carolyn _____.
Second, ___ Julie ___. This Warrant disbursement was unanimously approved.

(106) Motion to receive the financial reports, ___ Mark ___. Second, ___ Julie ___.
Carried.

2. Friends of Wadsworth Library:--

Carolyn went to the meeting

Half hour meeting

\$6,000 raised in membership fees, \$2,000 short from last year

T-Shirt sales is disappointing - Special Tees not responding

Matt Malaber made deal with Special Tees

Friends has funding for Library that will need to be used for grand opening at some point

REMINDER: February 2nd meeting at 5:30 over Zoom, Mark will attend

Old Business

1. Second floor expansion (DISCUSS)
 - a. Carpeting concerns - Discussed above
 - b. Final payments (Doyle invoice, WEI final) - Discussed above
 - c. Pod removal
 - i. Mike and Ted emptied it and hauled stuff away
 - ii. Debby called and Creekside will come to take it away
 - d. Fundraising progress
 - i. Continuing requests going out to Wadsworth family and others
 - ii. Very close to goal amount
 - e. Donor wall and signage
 - i. Showing up on Tuesday to install signage and donor tree
 - ii. Goes in front vestibule - fabricated tree, acorns, and leaves
 - iii. 3-D relief out from wall, acorns and leaves more flush
 - iv. Names on leaves and acorns (gold and bronze)
 - v. Extra leaves and acorns? May have some, will have to order more later
 - vi. Pictures for paper and websites to promote it and library
2. Facilities (DISCUSS)
 - a. Handy man has been in a few times, hung up old donor plaques in lower level, bulletin boards
 - b. Clock and monitor at circ desk needs to be hung still, probably tomorrow
 - c. Mike will be available to help if needed tomorrow
3. Long Range Plan (DISCUSS/VOTE)
 - a. Excellent plan
 - b. 4 different areas and brainstorming ideas, what the library does and what it could do
 - c. Synthesis of three meetings
 - d. Action items for each area

- e. Library staff worked on document and developed goals and specific action steps.
 - f. **(107) Motion** to accept recommendations for Long Range Plan, ___Julie_. Second, ___Marcia P._. Carried.
 - g. Staff can begin working on specific action steps, such as Office of the Aging.
 - h. Online registration for meeting rooms is actually done already
 - i. Debby and staff will go through action items and determine who will be working on which ones by next meeting - remember, long range plan so just a rough working plan for staff at this point.
 - j. Action Item: Debby will report back on what staff has decided.
 - k. LRP needs to be added to Calendar - August would be good.
 - l. Action Item: Liz will send out cards to thank LRP committee members
4. York users (DISCUSS)
- a. Need to begin work on this. Part of long range plan.
 - b. Will play out over the next few years.
 - c. Ron from PLS could talk with Board about what this will involve.
 - d. York School Board needs to discuss. Taxes that people would pay. Amount that Geneseo would pay would need to be adjusted.
 - e. Will need to form committee, need people from York to support this.

New Business

1. Sick leave policies (NYS and NYS-COVID)
 - a. Letter to governor to get vaccine for front line library workers
 - b. If an employee gets COVID or quarantines due to COVID, up to two weeks paid sick leave that does not use normal employer sick leave.
 - c. Should not have huge financial impact on library, may have some additional sick days
 - d. Any employer with more than 5 employees, all employees get paid sick leave with accrual. We are in complete compliance for full time employees. Not in compliance for part time employees.
 - e. **(108) Motion** to accept new policy for part time employee sick leave, ___Julie___. Second, ___Marcia P.__. Carried.
 - f. Will need to be voted on next month to be implemented.
2. Saturday hours
 - a. Saturday hours - 10:00 to 1:00 limited hours
 - b. 2 staff in building
 - c. In response from some of the users that people that work during the week can't get into the library without weekend hours.
 - d. Will try it for two months and then see if it makes sense to keep Saturday hours.
 - e. Action Item: Debby will get letter to LCN about new hours and donor tree
3. 2021-22 Budget
 - a. Debby, Liz, Tom, Marcia K, Julie worked on budget.
 - b. We did not ask for increase last year but need to this year.
 - c. 2.9% increase

d. **(109) Motion** to accept new budget, __Tom__. Second, __Marcia P.__.
Carried.

(110) Motion to close the meeting at 5:33 pm, __ Carolyn ____. Second, _Liz ____.
Carried.

The next regularly scheduled meeting will be **Thursday, February 11 at 4:00**
pm