Wadsworth Library Board of Trustees Minutes
Special Board Meeting January 3, 2020

Present: Mike DaBramo, Tom Whitmore, Julie Brocklehurst-Woods, Carolyn Meisel
Absent: Geoff Clough, Marcia Podherecki, Mark Sullivan,
Staff: Debby Emerson, Marcia Koch

The meeting was called to order at 4:37 by President Mike DaBramo.

Motion 26: Tom moved that $500,000 previously taken from the cash portfolio at RACF will be put into CD's with Schwab. Debby Emerson, Marcia Koch, and Mike DaBramo are all authorized to manage this account. Second by Carolyn, passed unanimously.

Motion 27: Mike moved that $80,000 currently held the Main Wadsworth Library checking account be moved into a short-term appropriate Schwab account if available. Second by Tom, passed unanimously.

The fundraising sign posts have been installed. We discussed the size and possible value assigned to the increments on the sign. Consensus was to leave some space at the top until we reach our goal. The increment values at the top may be less than the others.

The meeting was adjourned at 4:48 via motion by Carolyn, second by Tom.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary

Wadsworth Library Board of Trustees Meeting Minutes
Thursday January 9, 2020

Board Present: Mike DaBramo, Carolyn Meisel, Marcia Podhorecki, Mark Sullivan, Julie Brocklehurst-Woods , Geoff Clough
Absent: Tom Whitmore
Staff: Debby Emerson, Sarah Matthews

Called to order at 4:08 by President Mike DaBramo

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

Calendar events is on schedule.

Approval of Consent Agenda to include:
Adopt the minutes of the regular meeting of December 12, 2019 and the Special Board Meeting on January 3, 2020.
Treasurer's report;
Children's Librarian report; and
Director's report
Moved by Marcia, second by Geoff, passed

Reports

Financial reports and approval of bills (warrants):
Approval of pre-audit payments from Dec 11 – January 3: Motion by Carolyn, second by Mark, passed
Approval of regular payments: motion by Carolyn, second by Julie, passed
Receive financial reports: motion by Marcia, second by Carolyn, passed

Friends of Wadsworth Library report
Julie attended the Jan 7 meeting. There is approximately $11,000 remaining of the $20,000 placed in their account for Capital Campaign fundraising. $795 has been raised from GoFundMe, and 15 orders were taken for tee-shirts. Space for programs during construction was discussed; there are multiple rooms available at the Livingston County Government Center at no cost. FOWL will be highlighting the volunteers who clean books at their annual meeting in May.

Old business

- Second floor expansion
    - Update from BERO: Bidding information will be published soon in the Livingston County News. Staff and Board members will refer questions to Lindsay. Bids are due Feb 4, Feb 11 is an alternate deadline if needed.
    - Early literacy center from Burgeon group. This product creates flexible play space with changeable modules.

Motion 28: Sarah Matthews is authorized to contract with Burgeon Group to begin work on an early literacy installation that will be part of the Building Up for the Future project. The cost of the installation will not exceed $40,000. Moved by Carolyn, second by Geoff, passed.

- Fundraising: The background color for our fundraising thermometer was discussed, with brick red the preference of the Board. Colored strips will be

inserted to reflect increasing donations. We have raised approximately $185,000 so far, with $127,000 at RACF, and $58,000 in the library account.

Geoff has been working on ideas to sell unwanted items to raise funds. Second Time Around is interested in the wall cases in our meeting room. Julie will speak with Tom Maimone to obtain an estimate of their market value. A salvage business may want some items in our storage room.

- Financial: RACF and other: We reviewed the donations chart, and Debby made adjustments so it would be easier to read donation amounts. Sarah reported that the process for a grant from Corning Inc. opens in February. It sounds promising, could be for $100,000 or more. A library patron made us aware of this, and will guide us through the process. A decision will be made in 60-90 days.
- York residents and library use: on hold

- Building maintenance and facility improvements
  - Light bulb replacement went well, with prisoners returning to place boxes of books near the proper shelves. The lights are quite bright.
- HVAC: the heat went off twice, Turnbull completed repairs. The A/C would not turn off, was not working properly last summer. Turnbull will provide price for replacing the motherboard.

New Business

Motion 29 to appoint Linda Schornstein to the position of library clerk, based on the Civil Service Certification of Eligibles dated December 30, 2019. The rate of pay shall be $12.35 per hour. Moved by Carolyn, second by Mark, passed.

Motion 30 to appoint Meredith Drake to the position of substitute library clerk, based on the Civil Service Certification of Eligibles dated December 30, 2019. The rate of pay shall be $12.35 per hour. Moved by Carolyn, second by Mark, passed.

2020-21 budget
Construction expenses are included in a separate budget, to avoid confusion when tracking annual budgets.
Motion 31 by Carolyn to obtain audit services at maximum cost of $7000. Second by Mark, passed.
Motion 32 by Carolyn to approve 2020-2021 budget as presented by Finance Committee, second by Mark, passed.

Next meeting is Feb 13, 2020 at 4:00 p.m.

Adjourn at 6:03, motion by Carolyn, second by Julie.

Submitted by Julie Brocklehurst-Woods
Secretary for the Board of Trustees

Wadsworth Library Board of Trustees Meeting Minutes
Thursday Feb 13, 2020

Board Present: Mike DaBramo, Tom Whitmore, Marcia Podhorecki,
Julie Brocklehurst-Woods , Geoff Clough
Absent: Carolyn Meisel, Mark Sullivan
Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Call to order at 4:09 by Vice President Tom Whitmore
Adoption of the Agenda: motion by Mike, second by Tom, passed

Calendar: Debby will let us know the dates for Trustee election petitions. Dave Dewar will not be completing our audit. He will attend our March meeting.

Approval of Consent Agenda to include:
Adopt the minutes of the regular meeting on Jan 9, 2020
Treasurer's report; Children's Librarian report; and Director's report
Moved by Geoff, second by Marcia, passed

Reports

a. Financial reports and approval of bills (warrants):
b. Approval of pre-audit payments from 1/17/20 to 2/11/20: Motion by Geoff, second by Mike, passed
c. Approval of regular payments: motion by Marcia, second by Geoff, passed
   Marcia Koch reported that she is continuing to instruct Michael regarding bill-paying procedures, and had to spend extra time this month tracking down bills that were not recorded when received. Overall, our finances are all on track.
d. Receive financial reports: motion by Marcia, second by Tom, passed

Friends of Wadsworth Library report

Marcia reported on their continuing fundraising, and plans for their Annual Meeting in May. It will be held at St. Mary's in Geneseo, and the Geriactors will be invited to perform.

Old business

- Second floor expansion
  - update from BERO deferred to discussion of bids
  - Fundraising
    Sarah recently sent additional information on naming opportunities to the Board. Julie added this information to the existing list. Sarah has completed the Corning Inc grant, requesting $115,000 spread over 3 years. It will be submitted this Saturday, Feb15. Julie is interested in contacting Wegmans. Sarah will send her the login formation to access the Wadsworth Library account. We will likely qualify for their general support, falling under their category of support to families. She was hoping for higher support for our capital campaign, perhaps taking advantage of a naming opportunity. Perception of the Board was that higher amounts are only offered to food-related projects, but Julie will confirm this with the store manager.
- Basement materials
  Geoff has found people to take the opera CD's, the recipients were delighted.

Motion 33: Second Time Around will sell books on our behalf with a 50/50 split. Geoff Clough will be our representative, and is authorized to sign a contract with this business. Motion made by Tom, seconded by Mike, approved.

- Some York/Leicester newspapers will be offed to the York/Leicester Historian. Geoff offered to take selected newspapers to local schools. This was moved by Julie, seconded by Marcia, approved.
  Geoff will contact the Livingston County News about a story regarding our construction project.
  Geoff will contact Matt Cottone regarding value of additional items stored in the basement.

New Business

Construction bids

Six General Contractor bids were received. The bid from DGA Builders was eliminated because it was significantly higher than the others, with a much longer completion time. The bid from Thompson Builds was eliminated because it was changed after submission: first lowered, then increased. Debby will obtain input from our attorney before we proceed with bid selection. A Special Board Meeting will be needed.

Four bids were reviewed for Electrician. The bid from Suburban Electric of Albion, Inc was preferred, for $88,700 base; $9000 alternate 1; $1500 for alternate 4; and $1200 for alternate 5. The Board wants a recommendation from Lindsay, who is familiar with their work. **Motion 34** made by Tom, second by Geoff to authorize Debby Emerson and Mike DeBramo to sign this

order to proceed after receiving a positive recommendation from Lindsay. This was passed unanimously.

One bid was received for plumbing, from Lloyd Mechanical: $94,800 base bid, $4000 for alternate 1, $2600 for alternate 4, and $2500 for alternate 6. **Motion 35** to accept this bid was made by Tom, second by Marcia, passed unanimously.

One bid was received for HVAC from Lloyd Mechanical: $210,000 base bid, $8,900 for alternate 1, $5500 for alternate 4. **Motion 36** to accept this bid made by Tom, second by Marcia, passed unanimously.

Deb Allen presented on a Little Free Pantry. It could be installed near the entryway. She has funds available for construction materials, and is willing to coordinate volunteers to maintain it. Geoff moved to authorize this project, second by Marcia. This was approved.

Electronics recycling
This will be held for two weeks beginning Feb 14. Funds raised will be donated to Camp Good Days and Special Times.

FOWL Board President Lisa Kime entered this meeting at 5:00, and answered questions regarding their activities.

Next meeting is March 12 at 4:00 p.m.

Tom will attend the March 10 meeting of FOWL, Julie will attend their April meeting, Marcia will attend June.

Adjourn at 5:56, motion by Mike, second by Geoff.

Respectfully submitted,
Julie Brocklehurst-Woods
Board Secretary

Wadsworth Library Board of Trustees
Special Board Meeting Minutes
Feb 21, 2020

Board Present: Mike DaBramo, Tom Whitmore, Marcia Podhorecki, Mark Sullivan, Julie Brocklehurst-Woods
Absent: Carolyn Meisel, Geoff Clough
Staff: Debby Emerson

Call to order at 2:05 by President Mike DaBramo

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

Motion 37 Moved by Tom, second by Marcia: Due to changes in previously-accepted bids, the following construction bids/proposal:
Whitney East, as General Contractor, including base bid of $484,500, alternate 1 at $32,000 and alternate 2at $30,000 for a total of $546,500. Option 3 to be held for 60 days if needed; alternate 4 is not required.

Hewitt Young Electric, LCC as Electrician, including base bid of $126,200, alternate 1 at $17,000 and
alternate 5 at $1200 for a total of $144,200. Alternate 4 is not required.

Lloyd Mechanical Co., LLC for Plumbing, including base bid of $94,800, alternate 1 at $4000, alternate 4 at $2600 and alternate 6 at $2500 for a total of $103,900.

Lloyd Mechanical Co., LLC for HVAC, including base bid of $210,000, alternate 1 at $8900, and alternate 4 at $5500 for a total of $224,400.

The proposal of CME Associates, Inc. for the required Structural Materials Testing and Special Inspection Services, in the estimated amount of $11,300.

This motion was approved unanimously.

Naming opportunities for our capital campaign were discussed. Marcia would like to offer a naming right for a $10,000 donation. Julie suggested that Marcia offer one of the three $15,000 naming options from our first floor list, which haven't attracted as much interest. Marcia will let Julie know the decision of her donor.

The previously-approved proposal from Deb Allen for a Free Little Pantry was discussed. The concept of a free pantry for everyone seemed confusing in light of Deb's intent to support college students, who may experience food insecurity. There aren't usually many college students visiting this library. SUNY/Geneseo is hoping to make an on-campus food pantry available to students, but there is currently no timeline. Julie has concerns about confusion created by two food pantries located across the street from each other. She believes that people will likely donate to one but not the other, reducing donations to the Geneseo/Groveland Emergency Food Pantry, which is focused on providing food to people in need, and is open to college students. Debby Emerson is concerned about people coming into the library and

requesting assistance when the pantry is empty. Our insurance agent does not have liability concerns.

Julie made a motion to rescind our previous motion to approve this program, there was no second. Mike offered to write a letter to Deb Allen, requesting additional information, including a description of how donations will be solicited, and how this project will be publicized to the community. Mike will circulate this letter to Board members, to obtain their input, before sending. The collection box will be located near the Second St. door.

Debby Emerson has a concern that the pages won't be busy enough to fill their hours during our construction project. She doesn't want to reduce their hour/pay, for fear of losing them. Suggestions were made for keeping them busy including the library gardens and pursuing continuing education online and/or via PLS.

Meeting adjourned at 3:16, motion by Tom , second by Julie, passed

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary

Wadsworth Library Board of Trustees Meeting Minutes
Thursday March 12, 2020

Board Present: Mike DaBramo, Tom Whitmore, Carolyn Meisel, Marcia Podhorecki, Mark Sullivan,
Julie Brocklehurst-Woods, Geoff Clough
Absent: none
Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Guest: Dave Dewar, CPA

Call to order at 4:02 by President Mike DaBramo

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

Calendar
We discussed replacing the drip pans for the building AC system, but decided to not pursue this because the AC units will be replaced during the upcoming construction. Two of the three units are functional, we hope they will last until the new ones are installed. Debby will check with Lindsay on approximate date for installation of the new units.

Children's Librarian Report: our Corning grant was denied due to our distance from Corning, even though a grant was previously given to Genesee Christian School. She has started moving books out of the Childrens' area.
Director's report: Debby described how she and Sarah learned and were inspired by attending their conference in Tennessee.
The Hot Spots are almost ready, staff are working on instructions.

Approval of Consent Agenda to include:
Adopt the minutes of the regular meeting on February 13, 2020 and the special meeting of Feb 21, 2020;
Treasurer's report;
Children's Librarian report; and
Director's report.
Moved by Marcia, second by Geoff, passed

Financial Reports
Marcia Koch commented that the Schwab accounts are not on the financial reports. She continues to work on straightening out the NYS Retirement contributions. She is waiting for journal entries, and questioned a $11,000 bank fee from last year.
Financial reports and approval of bills (warrants):
e. Approval of pre-audit payments from 3/4 - 3/11 : Motion by Carolyn, second by Marcia, passed
f. Approval of regular payments: motion by Carolyn, second by Tom, passed
g. Receive financial reports: motion by Carolyn, second by Mark, passed

Friends of Wadsworth Library report
No one attended from the Board of Trustees.

Old business
- Second floor expansion

- Construction timeline

  Construction will begin April 6. Office space needs to be cleared by this date. Will start on lower level removing some ceiling tiles to allow access for other work. Staff will be working on lower level. Staff desks need to be moved downstairs. We will need a storage pod, available from Whitney East.

  Contracts with construction companies were signed today. There will be meetings every Thursday at 9:00 starting April 2.

  Motion 38: to pay Clerk of Works Alan Rudgers $2000 April 1, then $1000 the first of every month for the duration of this construction project, maximum of $6000.
  Moved by Carolyn, second by Geoff, passed.

  PLS IT will install wireless adapters by the end of next week (March 20).

  March 30 is the goal to get staff moved downstairs.

  Motion 39: The library will generally remain open during construction. April 15-24 will likely be closed dates, due to noise and dirt. Additional closures will occur for pouring concrete and running water lines. Staff will be paid on closed dates. They may enter the building after 4:00 to access materials. Carolyn moved approval of this plan, second by Tom, passed.

  Computers will be moved to new locations in old building. The old front door will be used for access. We will need to hire someone to run wires for the new section, for phones and computers.

- Fundraising

  Carolyn continues to work on contacting donors including Billy Lloyd, Helen Wadsworth, John Lanphear. Donations totals are $123,236 in the library account, $127,000 in RACF.

  Geoff has been sharing newspapers at schools. Donations have been received for a few more books. He will take photos of some additional books for Cottone Auctions.

- Little Free Pantry

Following considerable discussion regarding this charity project,

Motion 40: The Little Free Pantry will be permitted to operate on library property for 1 year on a trial basis. Mike will work with Deb Allen on an operational plan. Moved by Tom, second by Carolyn, passed with 1 abstention (Julie).

New Business

Election: Trustee Petitions will be available from Debby after March 26. She distributed a schedule of tasks leading up to this year's election.

Motion 41: State Annual Report was approved via motion by Tom, second by Carolyn, passed.

Fine Free concept was discussed. This has been mostly implemented via the automatic renewal program of PLS, except if a book is unavailable for renewal. This program will not be

promoted until after completion of our current fundraising campaign. Changes need to be made to the policies; Carolyn will begin this process.

Coronavirus and its impact on library operations was discussed. Current plans are for the library to remain open, with reduced programs being offered. The Summer Reading Program is being planned. If any staff should experience illness beyond their sick leave accruals, Debby will consult with the Board of Trustees before taking action.

The Long Range Plan will be discussed under New Business next month. Debby will distribute this document via email.

Next meeting is April 9, 2020 at 4:00.

Adjourn at 6:30, motion by Carolyn, second by Tom, passed

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary

Wadsworth Library Special Board Meeting
March 15, 2020

Present: Mike DaBramo, Carolyn Meisel, Mark Sullivan, Julie Brocklehurst-Woods, Thom Whitmore
Absent: Marcia Podorecki, Geoff Clough
Staff: Debby Emerson

Meeting called to order at 7:02.

Purpose of meeting was to determine status of library operations under current State of Emergency due to the Coronavirus.

Board members unanimously agreed to the following:

- Library would be open as usual tomorrow (Monday March 16) – this would give Deb a chance to present to the staff.
- Also, pickups and drop-offs would be available for this one day.
- Library would offer very limited service starting Tuesday March 17 until further notice.
- Patrons would be able to order books, etc., and staff would hand them the items.
    - (Grab & Go)
- Debby will manage staff scheduling, as only partial staff will be needed during time of closing. Staff will be needed for reorganization related to construction.
- All Staff will be paid their usual salary.
- These plans would be communicated via notice on door, Library website, email blast, and contacting local media including the LCN.

Meeting was adjourned at 7:15.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary

Wadsworth Library Board of Trustees Meeting Minutes
Thursday April 9, 2020

Board Present: Mike DaBramo, Tom Whitmore, Carolyn Meisel, Mark Sullivan, Julie Brocklehurst-Woods , Geoff Clough
Absent: Marcia Podhorecki
Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Guest: Alan Rudgers, Clerk of Works

Call to order at 4:02 by President Mike DaBramo

Adoption of the Agenda: motion by Mark, second by Julie, passed

Calendar items were reviewed, we seem to be on schedule. Elections will be discussed later in this meeting.

Approval of Consent Agenda to include:
Adopt the minutes of the regular Board meeting on March 12, 2020; and the Special Board meeting on March 15, 2020.

Treasurer's report;

Children's Librarian reports that Story Time is being posted on YouTube, providing these patrons with comfort and continuity.

Director reports that full-time staff are working at home. Michael comes in to manage the bills. PT staff work mostly at the check-out desk. At home they have been pursuing and keeping track of online educational opportunities and more familiarity with library holdings and resources.
This approval was moved by Julie, second by Mark, passed.

Reports

- Financial reports and approval of bills (warrants):
  Marcia reported that there are no real problems, but details to work out. Construction funds will be grouped together in our next report. Current funds available to pay for construction include $169,000 in checking account, $400,000 in our Money Market account, and we can access additional RACF funds. We will be paying directly for the storage pod.
- Approval of pre-audit payments from 3/13-4/10 : Motion by Tom, second by Mark, passed
- Approval of pending payments: motion by Carolyn, second by Mark, passed
- Friends of Wadsworth Library: no report

Old business

- Second floor expansion: Everything is on hold per Executive Order, with a $10,000 fine for violations. A Stop Work Order has been issued. In preparation for construction, a barrier wall on the main level has been installed and insulated. In the meeting room plastic has been installed to protect the carpeting. Measuring has taken place and steel is being ordered. PLS isn't currently offering tech assistance. We are all grateful for the work done by Marcia Podhorecki as the library closed.

- Fundraising: It does not seem to be a good time to make fundraising requests. It would be good to stay in touch with donors. We may have raised enough for the building, but still need funds for the furnishings.
- Library operation during construction: Once construction begins and the library has permission to open, we will probably need two weeks to get up and running since we closed unexpectedly. There will be a gradual ramping up regarding COVID-19 restrictions, but we can't predict just how this will occur.

- Election/Budget: It is not possible to follow our usual timeline and procedures due to the current pandemic. PLS has suggested we might let the Trustee terms expire, then the Board could re-appoint people in July. The two Trustees with expiring terms (Geoff and Mike) are willing to serve again. Due to our current pandemic, the budget for the upcoming year will be difficult.

Motion 42. Carolyn moved that we not hold an election this year, and that our budget will be the same as our current budget. Second by Geoff, passed unanimously.

- Little Free Pantry: Mike spoke with Deb Allen. She understands that this program will not be part of the library, and that the box will be located on Second St. She plans to do some advertising, but will not initiate any tasks until after COVID-19 restrictions are lifted.
- Long range plan discussion needs a dedicated face-to-face meeting.
- York residents and their library use was not discussed.

New Business

- The Schwab CD's will go to a cash fund if we take no action.

Motion 43. Carolyn moved to roll over these funds. Second by Geoff, passed unanimously.

- We need to get three vendor quotes for wiring to include data, phones, security cameras, and wireless, including 50 drops. A "chase" passageway will be created during construction, so it will be easier to change these wires in the future. The wiring closet needs to be moved to the other side of the room, with a patch panel in the basement. Cost may be $5-$6000.

- Security cameras are needed for the various areas. The old section cameras are decoys. The Director typically monitors all areas.

Next meeting is May 14, 2020 at 4:00 p.m.

Adjourn at 5:22, motion by Julie , second by Carolyn, passed.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary

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

- 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.
- Approval of pre-audit payments from April 13 – May 11. Motion by Carolyn, second by Tom, passed
- Approval of pending payments: motion by Tom, second by Carolyn, passed
- Receive financial reports: motion by Mark, second by Tom, passed
- Friends of Wadsworth Library has not recently met. They are planning to meet in June.

Old Business

- Second floor expansion
    - 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.
    - Meeting Room storage: storage for chairs has been created at extra cost.
    - 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.

- 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.
- Security Cameras: will be installed after construction is complete as previously discussed. Quotes will be needed, the wiring will be in place.

- 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

- 3.1 Eliminate the words "fines or". Now to read…a patron owes $5 more in replacement costs of materials or…
- 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."
- 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."
- The last portion of 4.1 concerning Ed Law is to be eliminated.
- 8.1 Loan Periods and Limits. Eliminate "no fines are currently being charged on children's print or audiobooks"
- 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."
- 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.

- York residents and library use: ON HOLD

New Business

- 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.

- .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.
- 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.
- 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

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

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

- Second floor expansion
    - 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.
    - 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.

- Wiring/Communications/connectivity update: Time/Warner equipment has been moved, we are waiting for wiring until after construction is completed.

- 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.
- Long Range Plan: Carolyn will start the conversation regarding survey questions via email. We want to plan for improvements over the next 5 years.
- York users (on hold)

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

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.

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.

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

Wadsworth Library Board of Trustees
Minutes for Thursday, July 9, 2020
Library Meeting Room

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

Excused:

Guests: Sarah Matthews(Zoom), Geoff Clough, Mike DaBramo

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

Appointment of New Members: (48)Motion to accept Geoff Clough and Mike DaBramo as Trustees, Tom. Second, Marcia P. Carried.

Election of Officers:

Nomination for President: Mike nominated by Julie
Nomination for Vice President: Tom nominated by Tom
Nomination for Secretary: Mark
(49)Motion to accept nomination, Tom. Second Marcia P. Carried.

(50)Motion to purchase good speaker and microphone, Mark. Second Tom. Carried. Mark will look into equipment.

Agenda Approval: (51) Motion to approve the July 9 agenda as amenda with Ramp, _Marcia P. __. Second, __Julie _. Carried.

Calendar Review:

July:	Organizational Meeting, July 9th
	Begin new budget year, July 1
	Conflict of Interest Policy (Debby will send out)
	Friends MOU
August:	Board Meeting on 13th
	No picnic due to COVID
	Deadline for Ludlum-Holroyd Award

Consent Agenda (52) Motion to approve the July 9, 2020 consent agenda to include Regular Meeting Minutes of June 11, Treasurer's report; Director's report; Children's Librarian report, ____Julie_ ____. Second, __Mark____. Carried.

Reports:

1. Financial reports and approval of warrants

(53) Motion to move bonds, when they mature, into checking account, __Julie__. Second, _Mark___. Carried.

(54) Motion to approve pre-paid Warrants for June 19, 2020 to July 2, 2020, __Mark__. Second, __Julie__. This Warrant disbursement was unanimously approved.

(55) Motion to approve Warrants for July 10, 2020, __ Mark___. Second, _ Marcia P.___. This Warrant disbursement was unanimously approved.

Adding two lines to Pending:

Hewitt-Young Electric: $79,445.14

Lloyd Mechanical Co. LLC: $41,323.50

(56) Motion to receive the financial reports, _ Julie___. Second, _ Tom____. Carried.

2. Friends of Wadsworth Library:--

Report that they will be sending out annual membership letters. Have already sent out some.

REMINDER: **August 4 meeting**

OLD BUSINESS

1. Second floor expansion (DISCUSS)
   a. Construction update
      i. Second floor concrete completed
      ii. Studs for walls going up
      iii. Stairs to 2nd floor up, waiting on cemeter
      iv. Doors need to resemble existing doors, will get sample doors
      v. Pipes and ceiling joist issues, Lyndsay has said they won't be expensive change orders
      vi. Working very quickly, finish late September
   b. Attic insulation (VOTE)
      i. Zack at Whitney East suggests we take out old insulation and put in new stuff to prevent leaking and other issues. Cheaper to do it now than later if we need to repair it. Clerk of Works felt that we should do this.
      ii. **(57)** Motion for change order of $8,500, __Julie__. Second, __Geoff__. Carried.
   c. Fundraising progress/plaques
      i. Time to resume fundraising.
      ii. Plaques: Meeting needed to discuss plaques
         1. Tom will investigate
      iii. Tree: going up on 2nd floor, recognize donations for 2nd floor construction
      iv. List of people that have library cards? Debby will pull
      v. Option for matching funds?
   d. Wiring/communications/connectivity update (PRESENT)
      i. Mike would like to work with Debby and Sarah to make sure we are set
      ii. Mike will call John to make sure we are on same page
2. Reopening plans (DISCUSS)
   a. Take out service right now, go into catalog, request book, staff will pull, people can come pick up
   b. Not overwhelming so far
   c. Most libraries are going slowly

d. PLS is suggesting opening next week for in building patrons
e. 50 minutes on computers, 10 minutes to clean computers
f. Air conditioning has to be fixed first
g. People selecting own materials is an issue, only one entrance so social distancing would be an issue
h. Can limit the total number of people in building
i. Could do visits by appointment
j. Debby and staff will talk tomorrow about possible options
k. Only using one cell phone right now since phones disabled until wiring finished
l. 72 hour quarantine of items

3. Long Range Plan (DISCUSS)
   a. Survey (DISCUSS)
      i. Draft sent out by Debby
      ii. Time needed to complete should be in email
      iii. Social media accounts, mailing list for children services, Friends has mailing list
      iv. Printed copy at Circ desk
      v. Penny Saver - tear out page? URL in advertisement?
      vi. Send out this summer during the week, avoid any holiday
      vii. Have results by 1st week of September, received by August 16th.
   b. Put Long Range Plan on hold until September when we have results
4. York users (ON HOLD)

New Business

1. Ramp
   a. $1,546 for total, three months for 21 foot aluminum ramp with platform and railings
   b. (58) Motion to approve spending for aluminum ramp, __Tom__. Second, __Carolyn__. Carried.
2. For August meeting: Gala event to discuss. Can we gather with COVID in October?
3. Geoff has other groups that are interested in papers we have in basement. Seniors love them.

(59) Motion to close the meeting at 5:32 pm, __Julie___. Second, _Geoff___. Carried.

The next regularly scheduled meeting will be **Thursday, August 13 at 4:00** pm

Wadsworth Library Board of Trustees
Minutes for Thursday, August 13, 2020
Library Meeting Room

Attendance:, Geoff Clough, Mike DaBramo(Zoom, connection errors), Julie Brockelhurst Woods(Zoom), Debby Emerson, Marcia Koch(Zoom), Carolyn Meisel(Zoom), Marcia Podhorecki, Mark Sullivan, and Tom Whitmore

Excused:

Guests: Sarah Matthews

Call to Order: Meeting called to order by Vice President Tom at 4:05.

Agenda Approval: (60) Motion to approve the August 13 agenda as amended with Geoff's Term, _Carolyn __. Second, __Julie _. Carried.

Calendar Review:

August: Board Meeting on 13th
No picnic due to COVID
Deadline for Ludlum-Holroyd Award
- Joyce Wechsler, Carolyn will write up bio and Debby will submit application

September:
Bullet Aid Request from State Representatives
Meet with RACF - Mike will call Mary and invite to board meeting
Review & adjust current budget
Livingston Arts grant application due Step. 17.
Board meeting Sept. 10

Consent Agenda (61) Motion to approve the August 13, 2020 consent agenda to include Regular Meeting Minutes of July 9, Treasurer's report; Director's report; Children's Librarian report, ____ Marcia P._ ____. Second, __ Carolyn____. Carried.

Reports:

1. Financial reports and approval of warrants

Clerk of Works didn't bill. Mike will call and check on billing.
Hoping to get bullet aid from Gallivan for this year.

(62) Motion to approve pre-paid Warrants for July 28, 2020 to August 11, 2020, __Carolyn __. Second, __ Geoff__. This Warrant disbursement was unanimously approved.

(63) Motion to approve Warrants for August 14, 2020, __ Mark___. Second, __Carolyn__. This Warrant disbursement was unanimously approved.

(64) Motion to receive the financial reports, _ Marcia P.___. Second, _ _Mark___. Carried.

2. Friends of Wadsworth Library:--

Carolyn and Debby went to meeting.
Report on new members.
Gofundme account - not a lot of money
Book sales discussion - farmer market on Thursday in Geneseo
Sorted by book type
Tickets purchased for $5
Then come to library to pick up books, sight unseen
Colleen working on this idea and process
Programs and fund raising ideas - working on new ones
Who gets award for outstanding service? Working on names still.
Donation for building fund - can announce that all people In both groups have donated?

REMINDER: **September 15 meeting - Mark will attend**

OLD BUSINESS

1. Second floor expansion (DISCUSS)
   a. Construction update
      i. Moving right along and doing well
      ii. Bi-weekly meetings with general contracts and architect
      iii. Good communication
      iv. Change orders, nickel and dime amounts
      v. Another front door - $11-12, 000
      vi. Furniture will come a bit of time after construction is finished
      vii. Purchase orders in for last bit of furniture, waiting on key ones for book cases
         1. Book cases will be into October
         2. How to coordinate moving all the old and new furniture
      viii. Construction will be completely done at end of September though there will be a few odds or ends to finish up
      ix. Shelves need to be put together before boxes of books brought in
      x. Is there a fee/trip charge for deliveries? Maybe $250.
   b. Change orders (VOTE)
      i. Basement repairs: $2,200 (Included In $18,300)
      ii. Small number of change orders. Really well done, costs kept low.
      iii. **(65)** Motion to approve Change orders in the approximate amount of $18,300, __Mark__. Second __Geoff__. Carried.
   c. Fundraising progress
      i. We have taken in $3,025 in the last month.
      ii. Total $1,257,289.50
      iii. 83.8% of total
      iv. Need $242,710 for total amount
      v. Letters instead of face to face due to COVID
      vi. Carolyn has letter written and read to board members
      vii. Question at Friends' meeting about fund raising from businesses
         1. They can't afford it right now, so do we ask?
         2. Only 11 businesses on list

3. Carolyn got list from County, do we send out fund raising request to list?
4. Paychecks, Bero, Key Bank, Witney East, David Dewer, Andrew Chanler, etc.
5. Mike will go through list in bills and contact companies

d. Donor wall in children's area
    i. Sarah has gotten general cost estimate on wall
        1. And to BERO for design of tree behind desk and for donor wall
    ii. What level of donation for the donor wall?
    iii. Need to flesh out details about who gets recognized
    iv. Donor wall is the same as donor tree

e. Security cameras (PRESENT)
    i. Wiring in place for cameras after construction competed
    ii. Mike and Debby met with a security man to discuss camera makes and placements
    iii. Need one or two more quotes

2. Reopening plans (DISCUSS)
    a. Taking appointments for computer use and printing, low demand so far
    b. Tomorrow staff meeting to discuss opening on Monday for Grab and Go Service.
    c. Limited number of people (no more than 15 people at one time)
    d. Time limit of 30 minutes
    e. No toys, magazines, comfortable seating - no reason to linger
    f. No difficult interactions with people over masks
        i. Have legal option to refuse entry since we can bring books out for people
    g. Hand sanitizer at front door
    h. Ramp has been working out well - delivery guy loves it
3. Long Range Plan (DISCUSS)
    a. Survey update (DISCUSS)
    b. Nothing yet, waiting on survey results
4. York users (ON HOLD)

New Business

a. Personnel
    Page Maddie Schafer has left for SUNY Binghamton
    No reason to fill position right now, will need it when we open second floor
    Meredith has been helping Julie with garden beds
b. Meeting room A/C repair
    Brian Diehl - no invoice yet
    Have had a lot of issues getting repairs done
    Initial issue was one of two units wouldn't shut off, defective circuit board
    Brian Jr. said there are a lot more issues with AC
    Mike thinks there was damage done during work that damaged units
    Senior is good, Junior not so much.
    AC in basement, only 1 unit working but seems to be OK for now
c. Filling of remainder of Geoff's Term
    a. Liz Argenteri? Kathleen Huston? Cathy Adams?
    b. Thank you Geoff for your service!

(66) Motion to close the meeting at 5:09 pm, __Julie ___. Second, _ Marcia P.___. Carried.

The next regularly scheduled meeting will be **Thursday, September 10 at 4:00** pm

Wadsworth Library Board of Trustees Meeting Minutes
Thursday Sept 10, 2020

Board Present: Mike DaBramo, Tom Whitmore (remote), Carolyn Meisel (remote), Marcia Podhorecki, Julie Brocklehurst-Woods
Staff: Debby Emerson, Sarah Matthews, Marcia Koch
Guest: Mary Hartstein, Rochester Area Community Foundation

Call to order at 4:00 by President Mike DaBramo

Presentation by Mary Hartstein, Rochester Area Community Foundation
Mary provided 38 pages of information to Board members, including detailed answers to two questions submitted to her by Mike DaBramo prior to this meeting. The current balance in our endowment fund managed by them is $1,138,379.36 (as of 7/31/2020). They also hold The Wadsworth Children's Library Building Fund with a balance of $127,819.45. This smaller fund is not invested. The delay we experience in reporting of these funds is caused by the diversified nature of the investments. Some of their investment managers report to them 6 weeks after the month or quarter ends.

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

Calendar: Bullet aid will be requested. Debby is working on a grant from the Livingston Arts Council.

Approval of Consent Agenda to include:
Adopt the minutes of the regular meeting moved by Julie, second by Tom, passed
Treasurer's report: Marcia commented that the same 990 will be used again. Things look to be in order. We might be able to get a reduction on our Toshiba rental because this machine isn't being used. Debby will contact them.
Children's Librarian report; and Director's report: Re-opening is going well. There is no place to linger, encouraging patrons to select books and move on.
Approval moved by Carolyn, second by Tom, passed

Reports
- Financial reports and approval of bills (warrants):
- Carolyn moved and Julie seconded a motion to pay a bill from Hewitt Young for $36,714.80, which was submitted late. This was passed unanimously.
- Approval of pre-audit payments from 8/11 – 9/10/20 moved by Marcia, second by Carolyn, passed.
- Approval of regular payments: motion by Carolyn, second by Marcia, passed
- Receive financial reports: motion by Marcia, second by Tom, passed

Friends of Wadsworth Library will meet Sept 15. Mike will attend.

Old business
- Construction Update
    - Second floor expansion is moving along steadily.
        - Furniture and fixtures are on order. Some items will be delivered the week of Oct 12.
        - Expenses seem to be on target, probably will total $1,500,000

        - Change orders are not excessive; we were able to work out some things with the contractors.
    - Fundraising progress: we will need to borrow from our endowment account the grant amounts we have not received, pledged donations not received, and funds we hope to still raise. Various amounts were discussed. Concerns were expressed about taking out more than immediately needed (concerns about losing investment Income), and taking out too little (concerns about losing current value due to the COVID pandemic).

Motion: Take out $125,000 from the endowment and $125,000 from the Children's Library Fund as soon as RACF can process this request. Motion by Tom, second by Carolyn. Approved unanimously.

Motion: Withdraw $200,000 from our endowment in mid-November, in conjunction with our furniture delivery. Motion by Mike, second by Carolyn. Mike, Julie Marcia and Carolyn voted in favor, Tom was opposed. Motion passed.

Donor Wall in Children's Area: Julie presented the following: Donor recognition

Public donor recognition for support of the 2019-2020 campaign for Wadsworth Children's Library will provided in an artwork shaped like a tree. Donors over $1000 will be recognized in this piece. All donors will be recognized in a post-campaign brochure. This artwork will be prominently displayed on the second floor of the library.

Donors will generally be recognized with one of a few sizes of acorns and leaves, with larger pieces used for larger donations. There might be two sizes of acorns and one leaf size. The Neureiter donation, our largest at this point, might be represented by the tree trunk. The objects or areas attached to each donation will be included on the donor's acorn or leaf. the objects will not be labeled, though entire areas of the library might be.
After some clarification discussion adoption was moved by Carolyn, second by Tom, passed.

- Facilities: gardening: Meredith was paid by the library to reconstruct the stone wall in front, weed/mulch these beds plus the area where driveway meets public sidewalk, and trim shrubs.
- Being open is going well, not too busy. We haven't come close to our capacity of 15 people. Interlibrary loan deliveries are delayed significantly.
- Long Range Plan: the survey has been completed/114 responses, summary has not yet been sent out.
- York users (on hold)

New Business

Board terms/upcoming vacancies

Liz Argentieri was unanimously approved for filling the term of Geoff Clough, who is moving out of the area. This term will be completed in June 2021.

Current Board members are able to serve a maximum of three three-year terms, per the by-laws. We will need to review when current Board members will meet this limit.

Next meeting is October 8, 2020 at 4:00 p.m.
Move to Adjourn at 6:05 motion by Carolyn, second by Julie, passed.
Respectfully submitted, Julie Brocklehurst-Woods

Wadsworth Library Board of Trustees
Minutes for Thursday, October 8, 2020
Library Meeting Room

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

Excused:

Guests: Sarah Matthews

Call to Order: Meeting called to order by President Mike at 4:02.

Welcome new board member Liz Argentieri!
Agenda Approval: (78) Motion to approve the October 8 Agenda, _Mark __. Second, __Marcia P. _. Carried.

Calendar Review:

October:
- PLS Annual Meeting - Debby will send out email
- Write GCS with request for funds
  - $420k - full amount

November:
- Finance Committee meets to write budget and discuss raises
- NYLA Conference
- Board Meeting Nov 12
- Appointment w/ Dave Dewar re: 990
  - Presented final 990 in July?
  - Need to call for external auditor - Debby
  - Call Dave for next 990 - Debby

Consent Agenda (79) Motion to approve the October 8, 2020 consent agenda to include Regular Meeting Minutes of September 10, Treasurer's report; Director's report; Children's Librarian report, _____Carolyn____. Second, __ _Julie___. Carried.

Reports:

1. Financial reports and approval of warrants

(80) Motion to approve pre-paid Warrants for September 22, 2020 to October 2, 2020, __Carolyn __. Second, __Marcia P. __. This Warrant disbursement was unanimously approved.

(81) Motion to approve Warrants for September 30, 2020, __Julie ___. Second, __Carolyn __. This Warrant disbursement was unanimously approved.

(82) Motion to receive the financial reports, __Marcia P.__. Second, __Liz___. Carried.

2. Friends of Wadsworth Library:--

Meeting was cancelled for October
Will discuss donation amount remotely - currently thinking about $5,000
T-shirt/Sweatshirt for winter holiday
Taking orders up to Thanksgiving
Masks with Wadsworth Library on them to be sold at Library - $10
Profits for Children's library
Next meeting is November 10 - Julie will attend

REMINDER: **November meeting 10**

OLD BUSINESS

5. Second floor expansion (DISCUSS)
   a. Construction update
      i. Elevator not going up to second floor yet
         1. Fire recall does not go to second floor yet and needs to be completed first
         2. Work needs to be inspected before that is OK
         3. Lindsay is looking into it
         4. Construction people have to do fire recall not elevator people
         5. All has to be done before it is turned over to public
         6. Right now, need for moving furniture
         7. Work order for programming elevator has been submitted by Debby, receipt confirmed, no work scheduled yet
         8. Waiting on furniture for Monday though without elevator, need to stair carry which is problematic
         9. May need to store on first floor if elevator not ready
         10. Movers may want to stair carry. Marcia P will talk to movers, Debby will check on elevator programming.
         11. Shipping probably can't be stopped.
         12. Computer networking setup on October 27th
         13. Wiring almost done
         14. Walkthrough next Thursday 10/15
      ii. Fundraising progress
         1. $400,000 NYS Library construction aid to be paid in November, 2020
            a. Livingston County Aid coming in November, 2020 too
         2. Mike will check to see if we need to stop removal of $200,000 from RACF since we do not need it at this time Carolyn sent list to Mike for possible donors
         3. 9 families on the list
         4. Possibly send letter to family units for one large donation
         5. Email for some people but not all
         6. Letter options? Postage costs? Purchasing mailing lists from Penny Saver.
         7. Can send emails to people who opted into emails
         8. Issues with confidentiality and promotional materials
         9. Giving Tree email?

10. Newsletter to Friends' List?
11. Carolyn will work on this with Julie.

b. Naming opportunities and family donations
    i. Issue about room naming option already gone - have person that gave $2,500 for room that is already gone
    ii. Mike and Tom will discuss before next meeting
c. Donor wall in children's area
    i. Tree on wall that is décor in Children's area
        1. Engaging artist to paint tree
        2. Will need to be painted soon
    ii. Donor tree is separate from décor
        1. Need to decide on design
        2. Somewhat on hold because of needing what wall, area used, number of leaves, budget to spend
        3. Need to make sure we have all donors before painting so we don't miss people - wait couple of months
        4. Open to public before Donor Tree created?
        5. Sarah will continue to investigate

6. Moving in to new/renovated space - plan (DISCUSS)
    a. Talking in library, staff meetings
    b. Flexible plan at the moment
    c. Working in shifts to unbox books (100s of boxes and need to be checked in and then put on shelves)
    d. Shelves hopefully will be up next week and need to be placed properly before books loaded
    e. Computer hookup after move -
    f. Library will need to close for a few days, maybe one full week
        i. Need computers up and running to process books
        ii. Could be November but depends on construction deadlines
7. Long Range Plan (DISCUSS)
    a. Survey is back
        i. Comments very good
        ii. Children's program high priority
    b. Carolyn is leading group
    c. Liz has been on committee before
    d. We are supposed to go over in July each year
    e. Add engaging York into LRP
    f. Dates need to be updated
    g. Children's Floor completed
    h. Promoting use of meeting rooms
    i. Sarah has notes to send to Carolyn
    j. Debby added notes to original document
    k. Goals have always been set by committee then described by Sarah, others
    l. Up virtual program offers
    m. Time table is a few months, then recommendations will come back to board
        i. Three or four meetings all by Zoom
        ii. Maybe finish before 2021?
    n. Rachel Baily-Jones will chair committee
8. York users (ON HOLD)

New Business

1. Security cameras (VOTE)
    a. Installed after construction
    b. Johnson Controls/Tyco Integrated Security has been down here for review
    c. Quote for $6,350 for camera system and $845/year
    d. Consistent with other libraries cost in area
    e. **(83)** Motion to approve security cameras, __ Tom___. Second, __Mark__. Carried.

(84) Motion to close the meeting at 5:35 pm, __ Tom___. Second, __Marcia P__. Carried.

The next regularly scheduled meeting will be **Thursday, November 12 at 4:00** pm

Wadsworth Library Board of Trustees
Minutes for Thursday, November 12, 2020
Library Meeting Room

Attendance:, Liz Argentieri (Zoom), Mike DaBramo, Julie Brockelhurst Woods, Debby Emerson, Marcia Koch(Zoom), Carolyn Meisel(Zoom, arrived 4:28), Marcia Podhorecki, Mark Sullivan, and Tom Whitmore (Zoom)

Excused:

Guests: Sarah Matthews, Lisa from Friends

Call to Order: Meeting called to order by President Mike at 4:05.

Agenda Approval: (85) Motion to approve the November 12 Agenda, _Mark __. Second, __Marcia P._. Carried.

Calendar Review:

November:
- Finance Committee meets to write budget and discuss raises
  - Need to setup meeting for FC
  - May need more funding but climate isn't good
- Trustee Nominations - Looking for people for next year
- NYLA Conference - virtual last week, too expensive for virtual
- Board Meeting Nov 12
- Appointment w/ Dave Dewar re: 990

December:
- Employee Self-Evaluations - Debby will take charge of evals
- Board Meeting December 10
- Tax Override

Consent Agenda (86) Motion to approve the November 12, 2020 consent agenda to include Regular Meeting Minutes of October 8, Treasurer's report; Director's report; Children's Librarian report, _____Tom ____. Second, __Liz _ ___. Carried.

Director's Report - Everyone is back at work now. Page went off to college so have not replaced that position. 8 hours /week not filled currently. No current need. One work from home day per week to reduce number of people in building. Shorter days in building during week, time on weekends instead. Not currently open on Saturdays - no requests from patrons about opening on Saturday yet.
Staff did great job of putting everything back in place. All staff came in and unpacked, checked in items, and put on shelves.

Reports:

1. Financial reports and approval of warrants

(87) Motion to approve pre-paid Warrants for October 28, 2020 to November 5, 2020, __ Marica

P__. Second, __ Julie__. This Warrant disbursement was unanimously approved.

(88) Motion to approve Warrants for November 13, 2020, __Tom ___. Second, Julie__. This Warrant disbursement was unanimously approved.

(89) Motion to receive the financial reports, __Julie__. Second, __Carolyn___. Carried.

2. Friends of Wadsworth Library:--

Getting new memberships
New mailing going out soon for donations
Minimize asking for memberships from people that have declined a few times
GoFundMe contributions coming in still
Wadsworth Masks for sale
T-Shirt sales still going through Nov 24th
Book sale discussion but not sure how to do it safely, leaving open for December at this point. A few people at a time perhaps?
Friends donated $5,000 to the library
Murals in stairway got painted over - Friends will look into replacing.
Mark will get names of high school students that could do them

REMINDER: **December 1st meeting**

Old business

9. Second floor expansion (DISCUSS)
    a. Construction update
        i. Certificate of Occupancy
        ii. Door alarm is functional - Doyle sending reports to town and town will then give certificate
        iii. Auto door opener not currently working - waiting
            1. Doors closing properly now
            2. Waiting on repairs
            3. Only outstanding issue
        iv. 99% done
        v. Allen Rudgers was clerk of works - coming back on 23rd to inspect attic for insulation. We will have ladder that day
        vi. (90) Motion to release Allen from duties and thank him for a job well done, Julie. Second, Marcia P. Carried.
    b. Pod removal - what to do with contents
        i. Pod still out behind building with furnishing from former children's area that we won't use. Tables, shelves, etc. Three comfy chairs, display cases still needed and will be moved in soon. Debby has sent email to Pioneer Library list but no takers. What do we do with stuff? We can give it away, but can't sell it. Penny Saver listing for free stuff? Day care centers?
        ii. Debby will reach out to Penny Saver and other local non-profits to see if they want the stuff.
        iii. Transfer station as last resort, scrap dealer?

c. Fundraising progress
    i. Tom and Carolyn report
        1. Billy Loyd donation - $25,000, maybe $50,000 for named meeting room for three Wadsworth Sisters
        2. About 86.3% towards goal, before Loyd donation
        3. Need to update the banner outside
        4. Scaled back opening for new children's area? Just large donors?
    ii. Friends donated
    iii. Rotary donated
d. Donor wall
    i. Julie, Carolyn, Sarah, and Debby met to finalize Donor Tree location
    ii. Vestibule in main entrance area
    iii. Sarah has a signage person come in and give a quote - no quote yet, will have it tomorrow after presentation
    iv. Coordinated signage for books, rooms, and areas on main floor and 2nd floor
    v. Tree should be done soon so we have people's names up there

10. Facilities
    a. Landscaping - Mike
        i. Garden edging at entrance to library
        ii. 2/3 of edging put in by Mike and Tom
        iii. Julie and Mike will get better soil for spring to improve garden
        iv. Remove bench, replace stone, then put bench back so people's feet are on sidewalk
        v. May sell extra stones not required
    b. Cleaning contract - Debby
        i. Cleaning person Chris Saltzman giving new quote since more area, additional bathroom, and no increase in years. New monthly rate $1,015/month.
        ii. **(91) Motion** to accept contract of Chris Saltzman on November 1st, 2020 for $1,015/month, Carolyn. Second, Julie. Carried
        iii. Could use a higher step ladder for cleaning
    c. Security cameras - Mike
        i. Yearly maintenance fee
        ii. PLS will assist with cameras for firewall and wireless issue
    d. Ramp removal
        i. Fantastic service
        ii. People very grateful that we had the ramp
11. Long Range Plan (DISCUSS)
    a. Committee has met twice via zoom
    b. Next meeting is next week
    c. Identified 4 or 5 areas of interest and focus
    d. Will chat about areas and what services for each
    e. Will need to meet with staff and Board to have goals and activities to fit into
    f. Goal is to have done by end of calendar year
    g. Board would be responsible for determining finances and how to pay for services/goals
    h. Achieved goals in previous plan can remain if they are a major focus - early literacy for example
    i. Community collaboration - agencies, towns, college
    j. Will put on agenda for January Board Meeting
12. York users (ON HOLD)

New Business

2. Children's Library opening publicity
    a. No gala event due to COVID-19
    b. Tours? Staggered open house?
    c. Virtual tour on website? Mark will do.
    d. Interview of donors? Video? Picture of family?
    e. Signage in place before tours
3. Dave Dewar and 990
    a. Debby has been in contact with Dave and he will be doing it. He has filed the extension.
4. Brian Diehl payment
    a. Hired to fix air conditioners.
    b. Ordered part but something else was broken.
    c. Been going on since last summer.
    d. $900 for part they purchased.
    e. They will provide free labor for repair next summer.
    f. **(92) Motion** to pay Brien Diehl approximately $1,100 for work and part provided, Julie. Second, Marcia P. Carried.

(93) Motion to close the meeting at 5:35 pm, __Julie ___. Second, _Marcia P.___. Carried.

The next regularly scheduled meeting will be **Thursday, December 10 at 4:00** pm

Wadsworth Library Board of Trustees
Minutes for Thursday, December 10, 2020
Library Meeting Room

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

Excused:

Guests: Sarah Matthews, Lisa from Friends, Emily Sullivan, Ainsley Lyons, Aydah Daniel

Call to Order: Meeting called to order by President Mike at 4:09.

Wadsworth Stairwell Mural:

Work will begin on weekends. Emily and crew will review area and begin soon.
Presentation of murals went well and the board loved the ideas.

Agenda Approval: (94) Motion to approve the December 10 Agenda, _ Carolyn__. Second, __Tom_. Carried.

Calendar Review:

December:

Employee Self-Evaluations - Debby is working on evals
Board Meeting December 10
Tax Override

January:

Present new budget
Review current budget
Trustee nominations finalized
Board meeting January 14
Director's evaluations of employees

Carolyn has decided not to run again for this coming year, June 2021.

Consent Agenda (95) Motion to approve the December 10, 2020 consent agenda to include Regular Meeting Minutes of November 12, Treasurer's report; Director's report; Children's Librarian report, ____Mark_____. Second, ___Julie___. Carried.

Library website updates look great!
Santa has a video and is answering letters for the kids!

Reports:

1. Financial reports and approval of warrants

(96) Motion to approve pre-paid Warrants for November 10, 2020 to December 4, 2020, __Carolyn__. Second, __Liz__. This Warrant disbursement was unanimously approved.

(97) Motion to approve Warrants for December 11, 2020, __Mark___. Second, Carolyn__. This Warrant disbursement was unanimously approved.
Hold up payment of Doyle Security Payment due to issue with Hewitt and Lindsay
Need to check on other payments to Doyle.
Mike will review payments.

(98) Motion to receive the financial reports, __Marcia P.__. Second, ___Carolyn__. Carried.

2. Friends of Wadsworth Library:--

Frustration with not being able to do events due to COVID
No book sale at this time

REMINDER: **January 5th meeting**

Old business

13. Second floor expansion (DISCUSS)
    a. Completion of construction project
        i. Certificate of Occupancy!
        ii. Minor items need to be addressed, a few more bills but otherwise complete
        iii. Project was under budget and ahead of schedule!
    b. Pod removal
        i. Making progress on removing items from POD
        ii. All of the metal shelving has been removed
        iii. All wooden picture book shelving is being removed on 12/10
        iv. Next week it should be empty and they can come to remove POD
        v. Will check to see about discarding remaining items in POD
    c. Fundraising progress
        i. Carolyn spoke will Billy Loyd about Business Center naming for Wadsworth Sisters
        ii. Additional funding from other families
        iii. Still need additional funding
        iv. Possibility about art display for donor's work?
        v. Funding for Emily and Crew's Mural work?
    d. Donor wall and signage
        i. Fast Signs working on new signs - have sent proofs to Debby and Sarah
        ii. Rooms, floors, shelves, plaques on walls
        iii. Draft of design for donor tree - newer draft will be more formal that original, leaves and acorns
        iv. Debby will send out drafts to Board
14. Facilities (DISCUSS)
    a. Security cameras- Mike
        i. Jonson Controls hooked up cameras and all is working well
        ii. Recorder will keep track of data for 3 weeks before over-writing
        iii. Staff can look at remotely or in library on phones and computers
        iv. All three floors have cameras
    b. Garden Beds

i. All edging is completed
ii. Contaminated(salt) dirt on top has been removed
iii. Julie will measure amount of new soil needed
iv. New soil will be delivered next week
v. Plants will be planted in the spring, some originals will be put back in place before the freeze

c. Handyman jobs
i. Debby contacted handyman and he has come to hang up plaques and pictures
ii. Other projects still being done as well

15. Long Range Plan (DISCUSS)
a. Report from Long Range Planning Committee
i. LRPC did a wonderful job producing a completed project
ii. Text for each part needs to be added
iii. Once set, the board can adopt - Possibly can vote on in January, 2021
iv. Expand community outreach and realm of library
v. York Outreach on agenda for Town Meeting in January
1. Debby is providing numbers for meeting on usage of York population

b. Goals and action steps
i. Debby has gone through and added possible goals
ii. Staff will look at and add action steps

16. York users (ON HOLD)

New Business

5. Tax cap resolution
6. Tax Cap Override resolution: Whereas, the adoption of this 2019-2020 budget for the Wadsworth Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and
7.
8. Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it
9. Resolved, that the Board of Trustees of the Wadsworth Library voted and approved to exceed the tax levy limit for 2021-2022 by at least the sixty percent of the board of trustees as required by state law on December 13, 2020.
10. **(99)** Motion to adopt this resolution to override, Tom. Second, Carolyn. Voting aye: Liz Argentieri, Mike DaBramo, Julie Brockelhurst Woods, Carolyn Meisel, Marcia Podhorecki, Mark Sullivan, and Tom Whitmore.
11. Doyle invoice
a. Discussed above

(100) Motion to close the meeting at 5:20 pm, __Tom ___. Second, _Liz___. Carried.

The next regularly scheduled meeting will be **Thursday, January 14 at 4:00** pm