

Community Library of DeWitt & Jamesville February 17, 2022 Board Meeting

Present:

Max Ruckdeschel, Barbara MacDonald, Melinda Dermody, Doug Arena, James Trevvett, Silvia Macor, Robin Young, Ping Cong, Jill Enright, Cathryn McVeary, Katie Centolella, Tia Wright

Also Present: Charles Diede, Jaime Ashe, Meriel Stokoe

Not Present: Lisa Moore

Call to Order at 5:56

Appointment to Fill Vacancy

Meriel Stokoe

Motion to appoint Meriel Stokoe

James moved and Melinda seconded

Welcome New Board Members

There will be a training session to go over roles and responsibilities. You need to be on at least one committee.

Election of Officers

Proposed Slate:

President: Melinda Dermody

Vice President: Max Ruckdeschel

Treasurer: Tia Wright

Secretary: Barbara MacDonald

We do need a chair of the nominating committee as the president cannot do it. Any volunteers?

Nominating committee is in charge of filling vacancies. There are at least two seats to be filled next year.

Meriel Stokoe – Nominating Committee

Anyone else interested to run for an executive position? No volunteers.

Motion to elect the above slate

Cathryn moved and Silvia seconded

All present approved.

Presentation by NY District 126 Assemblyman John Lemondes

NY District 126 Assemblyman John Lemondes presentation. Families home district does not dictate where they use libraries. We worked hard to get your library money. A lot of libraries have been left out of funding from the state.

Approval of Minutes, January 2022

Katie moved and Max seconded

All present approved.

Treasurer's Report – presented during the annual meeting

Director's Report

We are seeking quotes for janitorial services. Unprofessional issues. Clean tech - current – is willing to charge less for the summer months. – Current cost \$4800 per month. Window cleaning extra \$250 a month.

New company quote is \$300 more per month and we would have to stock our own supplies.

Clean Start recommended. We may have to have a special meeting to approve quotes.

Pending additional quotes.

Motion to approve delegating authority to the executive committee to approve quotes for the cleaning contract.

Moved Melinda and Katie seconded

All present approved

Seeking quote for the server room AC. Quote \$1300-3000, \$2000 flat rate (existing service provider).

Need 3<sup>rd</sup> quote.

COVID update – 90% of the people coming in are wearing masks, employees wearing masks and we dropped temperature taking.

Fully staffed with no vacancies – Page position filled

Immigration in New York exhibit

Programs with the Great Law of Peace Center

Program regarding race

Library street signs are in place.

Temperature issue in part of the library. Armani and Woodcock and Passco are disagreeing on what the issue is.

Patron feedback:

Health of plants, positive feedback, leaking toilet, request for specific audiobook version of a book (isn't in audio form yet), Roof garden replacement volunteer – the issue is that those plantings were specifically planted for their interaction and that they do not require maintenance.

Max Question: Meeting rooms – are they open?.

Charles: Small meeting rooms available for bookings. Max: Are the large meeting room available.

Charles: We can look to open it until it drops to 5%.

Return of the AARP Tax Assistance Program – currently using the community room until mid-April

#### Committee Reports

Finance- Max (on behalf of Tia) Pension Department. Recommend we engage with the Pension Department for the 2021 plan year. The charges for then serving as the TPA is \$1200. Would like to ask for approval of the pension department to revise our plan documents. The cost is \$1200 for the change. The finance committee will not authorize the changes – it will go to the whole board.

Question Katie – we have a custom plan?

Max: Yes, were are an independent entity. We have a plan through TIAA. This predates the members of this board. The library was administering it themselves. We will need a TPA to handle it.

Motion to engage the pension department as the library's pension plan administrator for 2021 for \$1200

Katie moved to approve Silvia seconded.

All present approved

Motion to engage the pension department for revision to the plan document not to exceed \$1500.

Katie moved to approve James seconded.

All present approved

## Bylaws – Max

In my time as president between our charter and our by-laws. We do not have a single electronic version of the charter document. There is a scan of hanging on the wall in Charles' office. We asked the start if they would be open to a charter amendment. The 3 year terms became 5 year to match the charter. The by-laws were updated.

There are parts of the by-laws that need fixing and it would be easier to rewrite them to be consistent with the charter. They will need to be adopted at the 2023 annual meeting. Start with creating an electronic version of the charter and amendments.

By law committee Max Chair – Barb and Katie members.

By-laws is Max as VP. Nominating committee is elected Meriel and Finance chair is the treasurer (Tia)

The rest of the chairs are named by president.

## New Business

### Approval of 2022 Employee Handbook

It was originally done by a consultant in 2018. We bring changes to the annual meeting. New York Hero act was extended to March 17<sup>th</sup>. That is being added as an appendix to the handbook. We formalized telework and incorporated it to the employee handbook. Revision: part time employees were eligible after six months if they worked 1000 hours a year. The new revision is part time employees are eligible to participate after six months.

Is there a definition of part time employee? Full time, Part time Under 15, Regular part time 15 – 35 hour and pages.

Motion to approve the 2022 Employee handbook

Robin moved to approve and Cathryn seconded

All present approved.

## Old Business

Public Survey progress

We are down to 70 responses needed

Context – board is tasked with having a strategic plan. The last strategic plan was based around building a library. Currently working on the needs assessment of the community. We need 640 results. We are at ~570.

Name tags for library staff

This is something that has been discussed on and off for a while. Our previous ED pushed back. Some people feel it would be helpful to have first names on their tag rather than a title. There is push back from the staff in the past. If it is something that the board wants we should set it as a policy.

Create a draft policy about name tags to present to the employees.

Max will forward the guidance found.

Announcements – N/A

Period for Public Comment – N/A

Motion to adjourn was made by Doug and James seconded.

All present approved.

Meeting adjourned at 7:31.

Minutes for this meeting will be approved at the March 24, 2022 Board Meeting.