

Community Library of DeWitt & Jamesville January 20, 2022 Board Meeting

Present:

Max Ruckdeschel, Barbara MacDonald , Melinda Dermody, Jaime Ashe, James Trevvett, Jill Enright, Ping Cong, Lisa Moore

Also Present: Charles Diede

Not Present: Robin Young, Doug Arena, Silvia Macor. Anthony Marrone, Cathryn McVeary

Meeting called to order: 5:40

Approval of December 16, 2021 Minutes – adjusted from version sent for review.

Updated copies with track changes showing revision provided to those present.

Melinda moved to approve and James seconded.

All present approved.

Question regarding promoting the 2% from Lisa.

Max – We will do the “road shows”. It is not clear if we will present in person or if the public meeting law still allows for virtual.

Treasurer’s Report – Jaime

December financials are still in progress. Pending some year end items. Unemployment reserve. We want to put a place holder in there for the IRS liability. Employee and library TIAA is currently separate. We are working on getting them combined. The combined version will be available in March. We will have a boilerplate agreement for the plan signed and on file.

Audit update. Preliminary testing looks good. We asked if the comments and corrective actions from last year were reviewed.

Director’s Report – Charles

Covid. High rates locally. We have a policy that if you have a symptom, you stay home. We run lean so the absences are difficult, but we make sure we are manned at public points. We have most of the vacancies filled.

AC unit in server roomed serviced. Woodcock & Armani gave a high quote. We are looking for other quotes. One of the reactions to the Covid surge was to shut down access to the smaller

meeting rooms. We will have the AARP Tax Assistance program on site using the Community room.

## Committee Reports

Finance: 2019 and 2020 testing is underway.

Facilities: The Facilities committee met on Tuesday night. Will meet again before the March meeting. Planning for inspections.

Nominations Melinda:

Taylor is interested. Also suggested some additional people.

Three seats that need to be filled by election. These are the seats currently held by Max, Jaimie and Anthony. Max is running again. Taylor, and Tia are running for the elected seats. One seat can be appointed as there are four years on that term left.

New Business:

Introduction of Telework policy

This is formalizing the telework process that is already in place. This will be included in the revised employee handbook that will be voted on at next month's meeting.

Old Business:

Public Survey process:

Charles - We are engaging people that enter the library. We are 2/3 way through. We have another social media push. Surveyed Menorah Park and The Nottingham. We will also send copies to those locations for general distribution. The high school book club will get copies too.

Motion to enter into executive to discuss the annual evaluation of the Executive Director.

Lisa moved and Jill seconded.

All approved.

Motion to end executive session.

Jaime moved and James seconded.

Executive session ended.

Motion to adjourn

Lisa moved and Jill seconded.

Meeting adjourned at 7:25.

Minutes for this meeting will be approved at the February 2022 Meeting.