

Community Library of DeWitt & Jamesville July 15, 2021 Board Meeting

Present: Max Ruckdeschel, Robin Young, Cathryn McVeary, Barbara MacDonald, Melinda Dermody, Doug Arena, James Trevvett, Jill Enright, Ping Cong 5:39 (after minute approval)

Also Present: Charles Diede, Tim Mulvey

Not Present: Silvia Macor. Anthony Marrone, Jaime Ashe

Meeting called to order: 5:36

Approval of June 2021 Meeting Minutes:

Melinda moved to approve and Robin seconded.

All present approved.

Director's Report – Charles Diede

Have not received a copy of the approved audit. Mask wearing has been great. Patrons are conscientious. When someone is without a mask, we mention the but do not hassle after that.

Staff day will include team building and the staff portion of the Strategic planning.

Promoted a page to take another role and hired a new page. Combined two part time roles to one but with split pay based on the different roles. It is still part time role just more hours and some of the role is as a librarian.

Summer outreach is mostly virtual with some live outside in person activities.

The NYLA conference is in Syracuse and trustees can attend. Face to face and virtual options, no travel. We need to decide how we will pay for it if trustees attend. Do we use board designated funds or do trustees pay for themselves.

We joined Tiltify, an online fundraising platform and we are silver level. The more we disclose, the higher we go and it increases our visibility. We have a donation jar – making about \$10 a week.

Tiltify – online fundraising platform.

We will be at Canal Day. Children's librarian, Friends and a board member has volunteered to attend.

VR Johnson is working to get the window repair scheduled.

There is a leak. One drop per 90 seconds. The leak is gone. The roof was inspected last Friday and there were no issues noted. It is a challenging location with the green roof above and metal roof adjacent.

Doug – we should contact the roof manufacturer – Carlise. They hold the warranty. We should get it on file that there was an issue.

The library is averaging 250 people a day. Discontinuing curbside pick-up. Limit of 75 patron at a time should be lifted in August with a return to fire code. Max – without the meeting rooms or in person programming, we will probably not have an issue.

The DeWitt Rotary asked if they could meet here and Charles gave permission. It was the first time that a non-library group has used a room since Covid.

The fine elimination has been well received.

Would like to offer a charity based old fine elimination. \$50 removed for each pack of diapers donated to the CNY diaper bank. This will have the amnesty for a limited period of time and link it to a good cause.

Tim – What are your thoughts on fines?

Max – We already eliminated fines on regular items. We will evaluate on special collections (kits, passes, short term loans).

Max – Question regarding the amnesty program – if we do this, we need to set a date to end. We also need to look at a timeline to wipe outstanding fines. What timeframe: 7 years, 10 years?

Barb - Is there another way? Could you block someone from taking out a special collection item for a time period if they are late returning a special collection item.

Melinda – Could there be confusion around eliminating fines but talking about fines. We would need to be clear about the difference.

Ping – If you do a phone call, you can get like 25% feedback. 7000 is the first round and you should get a response. It is a good way to get a return. It worked with donations for a project. You can try four times.

Jill – Does the library still promote and collect for a different organization each month?

Ping – We could reach out for other types of donations.

Lisa: Can you have a collections opportunity at Canal day or pancake day?  
Maybe market that.

Doug – For the library conference, what is the cost? Charles will provide the information regarding costs. Seeing that it is in our backyard, we should consider sending a delegation. Should the board pay for it? Send out the info to the board.

Max – We can take it out of board designated funds to send a few people. The board has never had a budget for itself. We should create a budget to cover NYLA membership. The training requirement has not been signed yet, but it could be a requirement. In 2022 we will each need 2-3 hours of training that we should budget for.

Motion to approve closing the library to public on August 27<sup>th</sup> for staff development.

Lisa moved and James seconded.

All present approved.

President's Report – Max Ruckdeschel  
Refinancing is with the lawyers.

New Business:

We are still looking for an additional board member.

Melinda is still reaching out. Cathryn will be reaching out to someone.

Insurance review: Working to review the policies we have. Tenak is a broker that wants to make a presentation. Traveler's may be the company.

Max: It would naturally fit with the finance committee but that is just Jaimie and Max. We could go with the officers or we could go with interested board members as an ad hoc committee. I lean towards the last two options. If we can find a time in person that would be great but virtual is fine – but no hybrid. We could make it Jaimie, Charles, Max, Katherine and whoever else can attend.

Doug – what will they cover.

Charles – I expect it to be a high level overview. I can ask how long it will be.

Max – Our responsibility is how the cost fits in the budget and ensuring that the library is adequately covered.

Charles – Coverage for the board is being pushed.

Max – We should consider being covered.

Doug – I am surprised there isn't a requirement.

Lisa – NYLA might have that info and may have preferred vendors.

Charles – With the procurement policy, we do need board approval.

Max – We will try to schedule something for an in person meeting here.

Tim – What you are going through with the gradual reopening is expected.

What do you want me to take back?

Charles – The central library system provided virtual training and it was really beneficial.

Max – Opportunities to coordinate and communicate with other boards would be beneficial. In the five years I've been on the board, I've met people who mentioned that they were on a board once they found out that I was on a library board.

Max – Knowing the trends would be helpful.

Tim – I appreciate the work you do. I used to live in the area.

Motion to adjourn Jill – Doug seconded

The meeting was adjourned at 6:41.

Minutes for this meeting will be approved at the August Meeting