

Community Library of DeWitt & Jamesville June 16, 2022 Board Meeting

Present: Max Ruckdeschel, Melinda Dermody, Barbara MacDonald, Meriel Stokoe, Katie Centolella, Tia Wright, Ping Cong (5:45), Cathryn McVeary (5:50).

Also Present: Charles Diede

Not Present: Jill Enright, Lisa Moore, Silvia Macor, James Trevvett, Robin Young, Doug Arena,

Call to Order at 5:32

President's Report – Melinda

Line of credit is resolved.

Records retention does not need to be a board approved item. We would like the ED and team to develop the policy.

Tia: Regulations to check on requirements are payroll records and employees' files for a certain period once they leave.

Katie can check for general records retention policies.

Charles: the employee files are inconsistent.

Art policy: could the team add a review of material that seems exclusionary?

We do have placards for all the permanent art. We will move one piece over so that it does not appear to be part of the rotating exhibits.

Treasurer's Report: Tia

Various issues prevented final review of monthly. Final Audit adjustment are good. May will be reviewed

April Financials:

530,000 income. Operating expenses down from budget. Increase in health insurance but will get some of that back in May. 1,169,000 cash.

Director's Report:

Positivity rates have dropped below 5%. Would like to take away the mask mandate for employees, the health assessment for employees & remove the signs requesting masks of patrons.

The \$10,000 is specifically for our library, it just has to come through the county system.

Personnel update

New Assistant Director for Patron Services – Sara Alfaro.

Nan the Teen Librarian gave her notice to become the teen librarian at Central. Better pay and benefits package. Search committee formed and the job is posted.

We filled three library assistants and a page. Coordinator for outreach services is leaving to relocate out of state.

We will be bringing yoga back. Monthly trivia night for adults. Children's Department is hosting a 5<sup>th</sup> birthday party for the library. Thinking about expanding it to all. A lot of free publicity from the Memory Care collection. The leak in the server room is back due to the motor burning out. It was less than 90 days. Landscapers will be in to work on general items and the retention area and remove the items blocking off a fire area.

Digital Footprint project pt. 1 complete. Replace of the public computers. Cell phone signal booster. Wi-Fi extended to the parking lot. Walk in traffic is on the rise. Name tags are finished.

Vacation week of July 17<sup>th</sup>. Erin will represent at the July Meeting.

Staff development will include sexual harassment training. Workplace sexual harassment training counts towards the state required board training. Charles is tracking the training for the board.

Patron feedback highlights: 2<sup>nd</sup> grader said we are the best library they have ever been to.

Automatic door opener is not responding. Door installer will be out to review and correct.

The HVAC computer needs to be rebooted when the power is out.

Summer reading program question – What ages. There is a teen program for 6<sup>th</sup>-12. There is a program for younger kids.

Motion to approve May minutes with Cathryn added as attending

Katie approved and Meriel seconded

All present approved.

Motion to approve March and April Financials

Cathryn moved and Katie seconded.

All present approved.

Committee Reports:

By-laws update. The charter documents have been converted to a word document and reviewed. They can be added to the website.

The next step is to review and modernize the by-laws. The one thing that we are still not in line with our charter is that the terms are supposed to end December 31<sup>st</sup>. We will need to adjust the Annual meeting for the 2024 year. We will bring any significant changes to the by-laws to the board.

New Business:

Authorize Library closure for Staff Development Day 8/26/22

Motion to approve closing the library to the public on 8/26/22 for Staff Development Day.

Merial moved and Katie seconded

All present approved.

Old Business: None

Announcements: None

Period for Public Comment: None

Motion to adjourn by Katie and Tia seconded.

Meeting adjourned at 6:25.

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