

The Community Library  
Board of Trustees Meeting  
April 8, 2021

Call to Order:

As a quorum was present President Ken Hotopp called the meeting to order at 1:05 p.m. Since some of the trustees are fully vaccinated against Covid, they attended the meeting at the library, while others attended remotely via Zoom. Present: Ruth Ashworth, Harriet Berard, Linda Carpenter, Janice Clark, Virginia Downs, Ken Hotopp, Janet Sand, Julia Walter, Kim Zimmer. Excused: Fred Barnes, Dee Neary

Minutes:

Ms. Walter made a motion, seconded by Ms. Clark, and was unanimously approved to accept the March 2021 minutes.

Director's Report:

Ms. Zimmer was pleased to report that the library would be receiving \$1454.55 as a result of the Target Circle Partnership.

Our library will be participating in "Can We Talk," a program encouraging discussion of racism sponsored by Sharon Springs Library.

Our library will collaborate with Schoharie Free Library featuring Reggie Harris on April 21 at 6:30 p.m.

Ms. Zimmer was pleased to inform the trustees that attendance, circulation, and internet usage are continuing to increase toward the pre-covid numbers.

Ms. Zimmer indicated that the Friends of the Library are looking forward to participating in our library's 100th Anniversary celebration. The Mountain Eagle has interviewed Ms. Zimmer about the planned celebration of the centennial.

Treasurer's Report:

Ms. Carpenter outlined the expenses and income for March. The trustees in attendance at the library reviewed the current bills. Ms. Clark made a motion, seconded by Ms. Walter, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

No report.

Facilities:

Ms. Walter mentioned that Ms. Zimmer continues to meet with the cleaning service regarding additional cleaning guidelines due to the pandemic.

Midtel is working with Joint Automation regarding the change in phone service.

The trustees will Meet April 22, 24, and May 4 for spring cleanup .

Personnel:

Clerk, Casey Wright, has given notice of her resignation.

Following state sick leave guidelines, Ms. Zimmer outlined changes for library employees:

*Years of Employment*

0-1 year

1-3 years

*Sick Time & Personal Time Off (PTO)*

Only earned sick time, up to 40 hrs.

Earned sick time, up to 40 hrs. & 30 hrs. PTO

4+ years                                  Earned sick time, up to 40 hrs. & 50 hrs. PTO  
Librarian I                                Earned sick time, up to 40 hrs. & 50 hrs. PTO  
Director                                    Earned sick time, up to 40 hrs. & 80 hrs. PT

There is no rollover on PTO and time starts on anniversary date. After 5 years, employees will gain an extra hour per year.

Additional changes:

If the governor declares a state of emergency, staff receive their normal pay for that day.

If staff has to leave early due to weather conditions, they will receive the remainder of their pay for that day.

If the library is closed before opening, staff may charge their PTO, take the day with no charge, or work at home with the director's permission.

As MLK is on a Monday, the library will be closed the previous Saturday.

As Christmas Eve day traditionally has few patrons, the library will be closed.

The trustees unanimously approved these recommendations from the committee.

Policy:

Ms. Sand presented the revised Attendance Policy. Next, Mrs. Sand outlined the new Code of Conduct for Meetings and Programs Policy and the very thorough Telecommuting Policy. The three policies were unanimously approved.

Board Development:

Mrs. Downs indicated that six individuals had obtained petitions for the three available trustee positions: Linda Carpenter, Colleen Badger, Julie Santoro, Abbie Landis, Jim Collins, Shannon Knowles.

Gascho

The Committee submitted articles for the Friends of the Library newsletter .

Long Range Planning:

Mrs. Sand indicated that Wade Abbott will be submitting his finalized report from the focus groups.

Building:

The mats on the new ramp and landing will be repaired at no expense to the library.

Mr. Mays indicated that he will be seeking rough estimates for the abatement in the annex; it will be an expensive project.

Reopening:

Ms. Zimmer displayed a reopening chart showing the phases as well as additional services at each phase as suggested by the CDC and MVLS. As of May 1, the floor signs will be removed, and patrons will be permitted more time in the library and more

floor

library and more

time at the computers.

New Business:

Mrs. Berard made a motion, seconded by Ms. Walter, and was unanimously approved to accept The Annual Report.

Important Dates:

5/13 1:00 p.m. Next board of trustees meeting.

Adjournment :

Ms. Clark made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:45 p.m.

Submitted by Virginia Downs