

The Community Library  
Board of Trustees Meeting  
December 14, 2023

**Call to Order:**

As a quorum was present, President Hotopp called the meeting to order at 1:00 p.m.

Present:

Fred Barnes, Harriet Berard, Linda Carpenter (treasurer), Nathan Davis, Virginia Downs, Ken Hotopp, Becky Leggieri, Sandy MacKay, Doreen Russo, Janet Sand, Julia Walter, Kim Zimmer.

**Guests:**

Mrs. Cathy Weidman, Vice President of the Friends of The Community Library, announced that the Friends annual basket raffle had resulted in \$2764. Mrs. Weidman presented a check of \$1800 to President Hotopp to support the Battle of the Books event scheduled for spring 2024.

Mr. Donald LaPlant, Librarian I, spoke of the increased number of patrons and the increased circulation of books, e-content, videos and DVDs. He was particularly pleased that youth circulation had tripled.

**Minutes:**

Ms. Russo made a motion to accept the revised November minutes. This was seconded by Mr. Davis and was unanimously approved.

**Director's Report:**

Ms. Zimmer indicated that she would be reporting with the chairs of the various committees.

**Treasurer's Report:**

Ms. Carpenter outlined the expenses and income for November. The trustees reviewed the bills. Mrs. Downs made a motion, seconded by Mr. Barnes, and was unanimously approved to pay the bills.

**Committee Reports:**

After discussion, President Hotopp approved the committees' decision to appoint Mrs. Downs co-chair of the Finance committee and Mr. Davis co-chair of the Building & Grounds Committee.

Finance:

Ms. Carpenter, treasurer, outlined the benefits and procedures of joining NYLAF. After discussion, Mrs. Downs presented the NYLAF Resolution to Join the Fund. Mrs. Downs moved to accept this resolution, which was seconded by Mr. MacKay, and was unanimously approved.

After Ms. Carpenter led a discussion regarding the finances available for deposit into NYLAF, Mrs. Downs made a motion, seconded by Mrs. Sand, and was unanimously approved to deposit the tax levy into the fund.

Ms. Carpenter has been researching audits and financial reviews for libraries. Following discussion, Mrs. Downs moved to contract with Mostert, Manzanero, & Scott, LLP for a financial review of 2022 at a cost of \$4500. This motion was seconded by Mrs. Berard, and was unanimously approved.

Ms. Carpenter indicated that after discussion with Ms. Zimmer, it was suggested to change the library hours: Tuesday, Wednesday, Thursday opened 10:00-8:00 and Friday, Saturday opened 10:00-2:00. This is an increase of one hour.

Mrs. Berard made a motion to approve this change in hours. Ms. Walter seconded the motion, and it was unanimously approved.

Ms. Carpenter reminded the trustees that as of January 1, 2024, the minimum wage will be \$15 per hour. Mrs. Berard made a motion, seconded by Mr. MacKay, and was unanimously approved to pay the pages \$15 per hour and to adjust the salaries of the other hourly employees accordingly.

Building and Grounds:

Mr. Barnes announced that the fire suppression agreement has been signed. The committee and Ms. Zimmer are reviewing agreements with New Looks Landscaping and waste management.

The library's phone system is antiquated and causing major problems. Midtel has suggested a new modern system that would include the annex. Mr. Barnes made a motion, seconded by Mr. Davis, and was unanimously approved for Ms. Zimmer to agree to this new system at a cost not to exceed \$6000.

Personnel:

Ms. Walter indicated that she had met with Ms. Zimmer regarding her director evaluation. The committee is reviewing employee policies.

Policy:

Mrs. Sand reviewed the Conference and Travel Reimbursement Policy. There are no changes.

Mrs. Sand highlighted the changes in the Whistleblower Policy. She made a motion to adopt the amended changes; Mr. Barnes seconded the motion and it was unanimously approved .

Mrs. Sands presented the amended Sick Leave Policy; it was seconded by Mr. MacKay, and unanimously adopted.

Next, Mrs. Sand presented the amended Attendance Policy. This was seconded by Ms. Leggieri and unanimously adopted.

The amended Paid Time Off Policy was presented by Mrs. Sand. Mr. Davis made a motion, seconded by Mr. MacKay and was unanimously adopted.

Board Development:

Mrs. Berard explained the changes that were made to the bylaws. She requested that the trustees review the bylaws before the vote to accept them at the January meeting. Mrs. Berard asked the trustees to make sure they had completed their required two hours of training.

Long Range Plan:

Ms. Russo distributed the new forms for semi-annual review. She requested that the committee chairs return them by the January meeting.

**Unfinished Business:**

There is an urgent need for a fund-raising committee. Ms. Zimmer, Ms. Walter, Mr. Hotopp, Ms. Leggieri, and Mr. Davis agreed to create a list of potential individuals who would take on the task of raising the money to complete the annex.

**Adjournment:**

At 3:10 Mrs. Berard moved to adjourn.

**Submitted by Virginia Downs**