

Worth-Pinkham Memorial Library

BOARD OF TRUSTEES MEETING

January 25, 2021 at 7:30pm

MINUTES

1. Call to Order & Attendance in Accordance With the Open Public Meeting Act. A. Harvey, H. Crowley, J. Clutterbuck, H. Turk, J. Mongelli, L. Surz, P. Crossley and C. Richards are in attendance. D. Policastro is not present

2. 2021 Reorganization

a. Election of Officers and Resolution

b. Oaths of Office (None)

c. Resolution to Authorize Check Signatories - we will delete G. Corsillo's and add in the new director's name when this person is hired. The board reviewed the resolutions H. Turk, moved to approve them, L. Surz seconded and all approved.

d. Bank Accounts - these remain the same

e. Bill Payments - the signatories remain the same

f. Appointments - J. Mongelli moves to approve, and J. Clutterbuck seconds the approval of the below; all approve:

i. Auditors: Weilkotz & Company, LLC

ii. Newspaper of Record: Town Journal

iii. Library Attorney: Michael Cerone

g. Petty Cash Account: \$115.00

h. Certification of Agreement with BCCLS

3. Minutes of 12/21/2020 – Regular Board Meeting - L. Surz moved to approve and H. Turk seconded the approval of the 12/21/20 minutes. All accepted.

4. Public Session - There is no public in attendance. Opened and closed at 7:44pm.

5. Correspondence - None

6. President's Report John Mongelli

a. Scheduled meeting with Mayor Randall - J. Mongelli is gathering background information. Meeting tentatively scheduled for mid February 2020.

7. Vice President's Report Hugh Turk - None

8. Treasurer's Report Herman Crowley

- a. Capital Account 12/1/20 \$81,626.95
- b. Operating Account 12/1/2020 \$25,976.60
- c. Bills payments- bills discussed H. Crowley moves to approve. L. Surz seconded and all approved.
- d. Utility usage is as expected
- e. Budget vs. Actual: The budget is on target. The budget is about 13k higher than our expenses. It appears we budgeted more than we spent. The only thing outstanding is the 4th quarter for the DPW and that is expected later in January 2021; so this will be a 2021 expense. Question raised about how auditor will account for this - it is recommended the board double check with auditor.

9. Secretary's Report Caroline Richards - None

10. Interim Director's Report Alyssa Harvey

- a. Traffic and circulation trends for the year were lower than 2019, except for e-content, but this is expected due to the pandemic
- b. The budget is drafted, but as we haven't yet hired a director, and it could change A. Harvey will send it along to the finance committee.
- c. BCCLS news - Bylaws certification. Many (roughly 50%) of BCCLS libraries have scaled back service to curbside.
- d. Programming - limited in December by design
- e. Facilities - the mouse problem persists and A. Harvey is working with pest management. There is also a squirrel living in the roof crawl space area. It is possible that the squirrel has chewed through the fire alarm wires. The alarm company will be rewiring. It is possible this squirrel has a nest of baby squirrels. A call has been placed into the DPW because pest control says it is not in their jurisdiction. Question as to whether or not this falls under maintenance and is a Capital expense so we can act ourselves. A. Harvey will reach out to pest control and discuss remediation and future prevention methods. Also, there have been some limbs that have fallen on staff cars. No damage to date. The tarp is still on the roof and the roof has not leaked since the tarp has been installed.
- f. Staff: a part time employee has resigned. This person's last day will be next Friday. One staff member is hospitalized with COVID. A. Harvey will cover the desk to try and offer relief to circulation staff. Additionally, there is one staff member who needs frequent reminders to wear his/her mask. A. Harvey is offering three reminders/week per G. Corsillo's protocol. Discussion ensued about an employee mandate. There is an update in the personnel manual that this person has signed. Question raised about a written warning. Question raised as to if/when the library works with the board of health. A. Harvey has attended a COVID webinar and is keeping up with library

options. The board discussed how to best support the interim director with staff mask compliance. A. Harvey will draft a memo to staff and forward to the board for review.

g. Youth services - all on target. Summer reading planning is underway.

h. A. Harvey has forwarded the library's annual report to the mayor and council.

11. Council Liaison Dane Policastro, Councilman - None

12. School Liaison Diane Mardy, Superintendent:

a. The school normally has in person kindergarten registration; this year it is online. The school would appreciate it if the library would help promote this information.

b. The school is currently in remote instruction.

13. Committee Reports:

A. Personnel Committee

Hugh Turk*, Patricia Crossley - has received and reviewed 12-13 applications. There are four people the committee would like to interview. The interview scheduling is a bit slow for a variety of reasons, but hoping to start scheduling next week.

Alternate: Jeff Clutterbuck

B. Finance Committee - None

Herman Crowley*, Jeff Clutterbuck

C. Library Strategic Plan - The plan states that the goals would be evaluated at the end of 2020. Given the pandemic this year was not as expected. The committee can take a look at that.

Patricia Crossley*, Leann Surz, Caroline Richards

D. Sub-Committee – None

a. Title Search Committee- Letter to Attorney/Executor of the Estate of Hester Van Buiten

Jeff Clutterbuck*, Hugh Turk

E. Policies and Procedures Committee - None

Jeff Clutterbuck*, Herman Crowley

F. Building and Grounds - J. Mongelli sent an email to D. Policastro 1/25/21 re: the roof. The boro is sending someone in to see if the roof is repairable.

Leann Surz*, Caroline Richards

G. Friends of the Library – None

Caroline Richards*

* *Chairperson*

14. Old Business - None

15. New Business - None

16. Closed Session (if required) - None

17. Adjournment D. Mardy moved to adjourn and J. Clutterbuck seconded.
Date of Next Meeting 2/22/2021