

Sullivan Free Library Board of Trustees Minutes August 17, 2021 Meeting in Chittenango

Present: Karen Fauls-Traynor, Library Director. Trustees: Amy Austin, Bill Connolly, Linda Ellstrom, Colleen Garofalo, Pamela Hobbs, Edie Pinegar, Bill Ryan, Tricia Sherwood, Judy Waite. **Absent:** Mary Capeling, Natalie Stansbury.
Call to Order: at 7:10 P.M. by President William Connolly.

Reports

Communications: None.

Secretary: July minutes accepted on a motion by C. Garofalo, 2nd J. Waite.

Treasurer: Expenses and payroll checks signed. Now that banks are fully opened, we might want to disperse some of our tax or grant money into Seneca Savings Bank, which has a branch in Bridgeport, as we discussed before the pandemic. Report accepted on a motion by P. Hobbs, 2nd B. Ryan.

Director: We have started requiring everyone in the library to wear a mask, even those vaccinated, as per the CCD and Madison County Guidelines .

In accordance with the NYS requirement that each employer have a *HeroAct/ Infectious Disease Exposure Plan* by Aug. 5, I filled out the template they provided. It's basically another form of the safety plan I had to write before we reopened last summer.

Remember that there is an upcoming trustee training session available online. Several of you have signed up.

The Lion's Club recently donated \$300 for the "important work you do in the community." We thank them for their continued support.

Chittenango Rotary has asked permission to store/park their chuckwagon in our parking lot behind the library. They'd need to install an electrical outlet through one of our light poles so as to run the refrigerator during the summer. They propose to make a yearly donation to cover the minimal cost. They'd also like to build a pavilion type covering to protect the chuckwagon in the winter. The board accepted their plans on a motion by J. Waite, 2nd L. Ellstrom. We recognize their dedicated service to the community and thank them for the thousands of dollars they have raised.

Our 20ish year old refrigerator, a donation to the library, has died and I have ordered a new one using our Lowe's charge account. It is used by the staff and to store food for special library events.

It is time to put in budget requests to the Madison County Board of Supervisors. MidYork is requesting a 3% increase since we have received no increase in many years. Each library must submit a letter talking about its value in the community.

I will be applying to Tech Soup and Mobile Beacon for a grant to cover the cost of hot spots to lend to each library.

Our library has been one of 5 in the state participating in a *Network Assessment Pilot Program* funded by NYS. We have been meeting online with a consultant and sending in data. On Wednesday we have a final 2 hour Zoom meeting with the consultant and MidYork IT department.

MidYork Board of Trustees passed a policy in January 2021 that calls for deleting all bills in the system older than 6 years so as to be consistent with NYS law. They also will be purging patron records that have been expired for 6 years or more. (Cards have

to be used and updated every 3 years.) Removing bills won't be an issue for us since we no longer charge overdue fees, but removing patron records will impact our annual statistics.

Committees

Personnel: None.

Finance: None.

Fundraising/Public Relations: Gertrude Hawk has raised the cost of their candy bars leaving us a profit of only 25 cents unless we raise the cost to our patrons. We feel this is such a popular service, one they look forward to, that we will keep our price at \$1.

Nominating: None.

Old Business: We will look into how to finance a "dumb waiter" elevator to transport books to and from the basement during our 5 year strategic planning sessions. We can't get a state grant for this.

New Business: As part of our monthly policy review we examined the Inclement Weather Policy from 1/1997 and updated it to reflect other reasons the library might close.i.e. pandemic. On a motion by A. Austin, 2nd T. Sherwood we accepted Unscheduled Library Closure Policy 8/17/2021.

We postponed our strategic planning session until next month.

Adjourned: 8:20 P.M. on a motion by P. Hobbs, 2nd C. Garofalo.

Respectfully,

_____, **Secretary**
Linda Ellstrom