

## **West Hurley Public Library Board of Trustees Meeting January 20, 2021**

Meeting called to order at 7:09

**Persons Present:** Maria Granda, Ross Lonstein, Joseph Letendre, Patricia Heinitz, Robert Hoffman, Margaret Smith, Howard Keene, Kara Lustiber

**Minutes** of the November 2020 meeting were reviewed and approved by all on motion of Robert Hoffman, second by Joseph Letendre

**Financial Reports:** Presented by Robert Hoffman, the library is good financial shape, there are sufficient funds to carry the library through March 2021. Twenty five thousand dollars (\$25,000) was transferred from the operating fund to checking to cover expenses. The Warrant List was eighteen thousand one hundred ninety nine dollars and seventy four cents (\$18,199.74). The Warrant List was approved by those present. Maria Granda moved to approve the financial report, Joseph Letendre second, all approved.

**Director's Report;** Presented by Kara Lustiber The Square register is up and running, online courses are being offered, some in conjunction with other libraries, the virtual story hour has 25 children participating, the hand reflexology class had 25 people at the first class, a camera was purchased to provide better video for the class, the Make & Take class is being offered monthly for kids, a lecture on the Cloisters is being offered on January 21, Abandoned; The Untold Story of the Orphan Trains will be on February 1<sup>st</sup>, this coordinates with the February Book Group reading, an online live concert is being offered on February 11<sup>th</sup>.

Plans for the summer reading program are starting, programs for outside, under a pavilion, are the current plan. The program can be switched to online if necessary

**Building Committee:** Bids for mowing are currently being sought, there are 2 estimates so far, one from a new person, the other from the current provider. Someone came into the library to request information to submit a bid. The library is required to have 3 bids. The lawn service must have its own insurance. The county takes care of plowing and a local young man takes care of the shoveling. The library is considering applying for a construction grant for the roofing. An architect would have to be hired for the grant. The architect would handle the bids and the wage rates. Kara will speak with the building committee regarding hiring an architect.

**Technology Committee:** The upgrading of the computers to install Windows 10 is continuing. The aim is to keep 4 computers going at all times, so the installation is staggered. A new SD card is being installed in the digital sign. The digital sign seems to eat the SD's, a problem we have to live with. The company has been helpful

**Community Relations:** The Friends group is starting to discuss a membership and fundraising drive. They are talking about having the plant sale.

**Personnel Committee:** No report

**By-Laws and Policy Committee:** The board members received the revised, reviewed By-laws for review. There were no questions or concerns raised at the meeting.

The revised Policies presented at the November Meeting, Library Cards, Public Relations, and the new Environmental policy were approved by all on motion of Howard Keene, second by Ross Lonstein.

Emergency Plan; with removal of policies for Bomb Threats, Disaster Response, Fire, Health, Incident Responses, Snow Storms so that they are incorporated into the Emergency Plan approved by all on motion of Howard Keene, second by Joseph Lentendre

The Policies posted in December for review, Posting materials, Disposition of Surplus Material, Credit Cards, Continuing Education, Friends, and Conflict of Interest for review, were approved by all on motion of Maria Granda, second by Ross Lonstein.

The revised policies for Board of Ethics, Volunteers, Records Retention, Freedom of Information Law (FOIL), Pandemic Policy, were approved by all on motion of Maria Granda, second by Howard Keene.

The Pandemic Response Plan will be part of the employees' handbook, therefore there is no need for board approval.

**Strategic Planning:** No report

**Election Committee:** No report

No members of the public attended. No questions or concerns were raised by any board member.

Maria Granda moved to close the meeting at 7:36, second by Howard Keene, approved by all.