

West Hurley Public Library Board of Trustees Meeting May 19, 2021

Meeting called to order by Maria Granda at 7:02pm

Persons Present: Maria Granda, Ross Lonstein, Patricia Heinitz, Joseph Letendre, Robert Hoffman, Kristen Campbell, Kara Lustiber, Margaret Smith

Minutes of the March 2021 meeting were reviewed and accepted by motion of Ross Lonstein, second by Margaret Smith, approved by all

Financial Report: The library is 1/3 through the fiscal year and has spent 25% of the budget. The library is in good shape financially.

The Warrant List for April 2021 is \$3,237.17; the Visa credit is \$2,974.58; the actual money spent is \$6,211.75. Maria Granda made a motion to approve the April 2021 Warrant List, Joseph Letendre second, voice and raised hand approval by all. The May 2021 Warrant List reflects a Visa credit of \$921.11; the actual May 2021 total is \$5455.76; Joseph Letendre moved to approve the May 2021 Warrant List, Margaret Smith second, all members approved by voice and raised hand.

Director's Report: the Annual Report will be approved at the June 2021 meeting; the air conditioner unit needs remediation, the cost will be under \$600.00; Kristen Campbell, the Hurley Library director, will be interning with Kara, she will work on the Long Range Plan with the Strategic Planning Committee and the summer reading program; the summer reading program is currently in the planning stages, there will be outdoor programs for the summer of 2021; a community outdoor picnic at the town park pavilion on Dug Hill Road is a possibility, the Community Relations Committee will get community input.

The New York Energy Study may help with obtaining a grant for the roof work, a Library Construction Grant is being researched; The Employee Handbook has been updated, a link is provided to the website; Safety training – the circulation clerks have gone through training; information on the location of the well, emergency equipment, how to turn off the furnace, were among the areas covered in the training. The plant sale on May 8th was very successful. With the new Executive Order today (5/19/21) the wearing of masks by patrons will be on the honor system, staff will wear a mask when dealing with patrons.

Programs; the make & take program will continue, it has been very successful; the book group and knitting groups continue on Zoom

The question of cost effectiveness of solar panels was discussed; the last time it was investigated it was not cost effective; the driveway needs some work, Kara has asked the town to do some repairs when the highway department is doing work in the library neighborhood.

Community Relations: no report

Technology Committee: no report

Personnel Committee: no report

Bylaws/Policies Committee: the following sections were updated:

RECORDS RETENTION The records of the West Hurley Public Library will be retained and disposed of in accordance with the schedules published in Records Retention and Disposition Schedule LGS-1 MU-1 by

the University of the State of New York and the State Education Department and the Records Retention Schedule of the National Council of Nonprofit Associations. These current schedules are attached. The Library Director shall serve as the Records Management Officer for the Library in order to ensure compliance with the Records Retention and Disposition Schedule LGS-1 MU-1 and the National Council of Nonprofit Associations Record Retention Schedule. Revised by the Board of Trustees: May 17, 2021

The update of Records Retention was approved by all on motion of Margaret Smith, second by Maria Granda.

POSTING MATERIALS The library maintains a physical bulletin board which provides organizations an opportunity to publicize community events of a civic, cultural, educational or recreational nature. To avoid the appearance of an endorsement, the library will not post notices of partisan political, religious or commercial events or activities.

The update of the Posting Materials was approved by all on motion of Margaret Smith, second by Patricia Heinitz

Strategic Planning Committee: Joseph Letendre, Patricia Heinitz, and Maria Granda are on the committee, Kristen Campbell will be working with them; new members are welcome

Election Committee: no report

New Business: the board needs a new member and needs to designate a new vice-president, the vice president is a signatory on the checking account.

The meeting was closed by motion of Maria Granda at 7:29pm, second by Joseph Letendre, approved by all.