

MOTION

Motion made by Chris Preston, seconded by Cathy VanHorne to move \$53,105.00 from Reserves to the following Reserve Accounts:

Technology Reserves	\$ 5,000.00
County Support Reserves	\$12,310.00
Facility Maintenance Reserves	<u>\$35,795.00</u>
TOTAL	\$53,105.00

Motion voted on and passed.

Discussion was held regarding the time of our Library Board meetings for January and March. It was decided to hold the meetings of January 15, 2020 and March 18, 2020 at 10:30 a.m. Megan will post this information for the public.

Motion made to adjourn at 11:30 am.

Next meeting: Wednesday, March 18, 2020 at 10:30 am.

MOTION

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve Policy Three regarding Employee Health Screening Policy. Motion voted on and carried.

Discussion was held regarding allergies.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve Policy Four regarding PPE Protective Equipment Policy. Motion voted on and carried.

Meg reported that the Friends Group is going to donate masks to the Library for patrons who enter the Library and don't have a mask or forgot their own mask. The Town also gave Meg a supply of masks donated by the County. June 29th is the start date for distribution of books to patrons who have either emailed or requested by phone.

MOTION

Motion made by Chris Preston, seconded by Cathy VanHorne to approve Policy Five regarding Working Remotely Policy. Motion voted on and carried.

Meg then reviewed the Plans/Procedures with the Board. No Board approval is required.

MOTION

Motion made by Debbie Lund and seconded by Cathy VanHorne to approve the Annual Report that goes to the State. Motion voted on and carried.

Motion made to adjourn at 11:55 a.m.

Next meeting: Wednesday, July 15, 2020 at 10:30 am.

NEW BUSINESS:

On Sunday morning Barb found that one of the beams, over the patio at the library had fallen down. Barb called Cathy and Shirley. They determined that a call to 911 was needed . The police did not think it was vandalized. Cathy talked with Supervisor Falk and he thought that the builder was from Warsaw. They checked the original plans. Bruce with follow up on what the Town Board finds and what needs to be done. In the meantime, the Town Crew will reinforced the other beams and sectioned off the area.

BUDGET 2021:

Shirley gave Supervisor Falk a bottom line amount for 2021. She will give him the break down after our meeting today.

The Board of Trustees reviewed line by line in the budget for 2021. Bruce said we should use the figure of \$154,000 less \$13,000 from last year.

MOTION

Motion made by Cathy VanHorne, seconded by Chris Preston to go into Executive Session at 11:45 a.m. Motion made to come back to the regular meeting. No action was taken.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to forward the worksheets, for the Lima Library Board 2021 budget, to Supervisor Falk and Bruce Mayer. Motion carried.

Motion made to adjourn the meeting at 12.00 noon.

Next meeting: Wednesday, September 16, 2020 at 10:30 am.

NEW BUSINESS:(CONT)

*Megan checked with PLS regarding policies as part of the new Minimum Standards:

We have: Confidentiality of Library Records
Conflict of Interest
Whistle Blower
Meeting Space
Internet Use
Personnel
Financial Controls (ex:-Petty Cash, Purchasing/Procurement)
Disaster Response

We need: Collection Development and Weeding Policy
Code of Ethics

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to adopt the Collection Development and Weeding Policy Procedures. Voted on and carried.

*Bruce Mayer said that the Town Board approves all policies and procedures annually.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to adopt the Code of Ethics of the American Library Association. Voted on and carried.

*Discussion was held regarding the Discrimination and Harassment policies.

MOTION

Motion made by Cathy VanHorne, seconded by Chris Preston to adopt the policies on Discrimination and Harassment. Voted on and carried.

*Megan will upload all of our approved policies and procedures onto our Library Website. Cathy suggested that the Town Board have a list of Library Policies and Procedures on the Town Board Website. Bruce will talk to the Town Board about this request.

*Megan presented the Board with the Long Range Plan for 2021-2025. The Library Board needs to reach out to the Lima community for input for this plan.

* It was suggested that maybe The Friends of the Library could set up at the Farmers Market to do surveys of the patrons there. Barb Brenner will check this out.

*Bruce Mayer will do surveys of the Town and Village Board members.

NEW BUSINESS (CONT)

*Each Library Board members will do 2-3 people in 2 different groups: Users of the Library and Non-Users of the Library.

*We will need to meet to summarize the surveys for the Long Range Plan.

MOTION

Motion made by Debbie Lund, seconded by Chris Preston to hold a special meeting on October 21st at 10:30 a.m. to summarize the surveys to be used in the Long Range Plan.

Voted on and carried.

*We need to work on a “vision” statement for the future. Tabled until our next meeting.

*Discussion was held regarding the expenditures for the roof. Megan will check with Ron at PLS to get the current amount.

Chris Preston asked about student library cards. When she was teaching she asked her students to be sure they had a library card to use on their student projects. Hopefully we will be opening up again in October to the public.

Motion made to adjourn the meeting at 11:45 a.m.

Special meeting: October 21, 2020 at 10:30 am.

Next meeting: Wednesday, November 18, 2020 at 10:30 am.

NEW BUSINESS :

New date sheets are ready for review and approval. Also the Long Range Plan for 2021-2023

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to adopt the Long Range Plan for 2021-2023. Voted on and carried.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the meeting dates for the library for 2021. Voted on and carried.

MOTION

Motion made by Debbie Lund, seconded by Chris Preston to approve the Library Closing dates for 2021. Voted on and carried.

-Megan informed the Board that the library has received \$12,257.00 from the County. It will be put in our County Support Reserve account.

-Discussion was held on the damage to the pergola. Bruce will ask the Town Board if it would be possible to have the Town Crew fix the open boards, now that the winter weather is coming and no contractor work has been done to date.

-Megan reported that there is \$9,993.00 from the Grant that needs to go to the Town for the repairs on the library roof.

-Megan checked with the Lima Food Pantry to see if the Library could help with the Mitten Tree again this year. They are not doing a Mitten Tree this year, but would be very happy to share Angel Tree tags with library patrons to help with toys/gifts for their Christmas baskets. Board was very much in favor of this.

-Cathy suggested that we hold our next meeting, in December, by Zoom. Everyone was in agreement. Megan will set it up and send out the info for the meeting to all Board members.

Motion made to adjourn the meeting at 11:30 a.m.

Next meeting: Wednesday, December 16, 2020 at 10:30 am. It will be a Zoom meeting.

LIMA PUBLIC LIBRARY BOARD MEETING
December 16, 2020

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Chris Preston
Sharon Neenan
Absent: Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Bruce Mayer

Our Zoom meeting was called to order by President Shirley Caccamise at 10:45 am.

Minutes for November: Motion made by Chris Preston, seconded by Cathy VanHorne to approve the minutes for November 18, 2020 as read.

Vouchers: Vouchers 106-115 for November and vouchers 116-119 for December were reviewed, signed and approved by each of the Board members.

Friends of the Library: Barb reported on the Friends Group.

*The **Little Free Library** is almost finished. Cathy is in charge of the plaque

*There was a Friends Zoom meeting, December 8th, at 6:30pm

*Chris Preston is in charge of organizing “**Recruiting New Members**” starting in January

*Bruce Mayer did the leg work for purchasing coffee pods for the staff of the Library,
Megan reported that the staff was very pleased – thank you Friends.

*The next Friends meeting is, a zoom meeting, on January 12, 2021 at 6:30pm

OLD BUSINESS:

MOTION

Cathy VanHorne made a motion, seconded by Chris Preston to adopt the NYS Education Department Records Retention and Disposition Schedule LGS-1 for our Records Retention policy at the Lima Public Library.

Voted on and carried.

Chris Preston asked Megan if we needed a Records Retention Clerk? Chris also asked if we need a fireproof box to keep these records in?

Megan will check with Ron at PLS and get back to the Board.

NEW BUSINESS:

Megan passed out information sheets on amending the 2020 Budget. After some discussion, the Board agreed on the following motion:

MOTION

Motion made by Chris Preston, seconded by Cathy VanHorne to amend the 2020 Library Budget as follows:

-Directing \$24,968.00 from Facility Maintenance Reserve to Unexpended Balance. \$24,968.00

from Unexpended Balance is directed to: L7410.469 Building Services to cover coverages due to Roof Project repayment.

-Directing L1990.4 Contingency - \$2242.00 and L9010.8 Retirement - \$633.00 total- **\$287500** to:

L7410.414 Downloadable Audiobooks -	\$500.00
L7410.415 EBooks -	\$500.00
L7410.430 Office/Library Supplies -	\$948.00
L7410.431 Telephone Expenses -	\$ 53.00
L7410.451 Custodial supplies -	\$640.00
L9030.8 - Employee SS Benefits -	<u>\$234.00</u>
<u>TOTAL</u>	\$2875.00

-Directing \$20,223.21 from Appropriations to the following Reserve Account:

-Facility Maintenance Reserves for: \$20,223.21

Motion voted on and passed.

Discussion was held on going forward with researching new carpet for the library.

Bruce Mayer reported that Steve Moore is the contractor who will be repairing the siding on the Library where the pergola collapsed.

Shirley reported that the Trustees' Christmas gifts for the Library Staff have been delivered.

Motion to adjourn at 11:45 a.m.

Next Meeting: Wednesday, January 20, 2021 is a Zoom meeting at 10:30 a.m.