

CFL Regular Board Meeting
June 15, 2022 - 7:00 p.m.
Meeting Minutes

Board Members

Present: Vivian Bosch, Julie Campbell, John Hoeschele, Mark Martin, Kathleen Hennessy, Lauren Mossotti-Kline, Eugene Waldbauer, Myron Walter

Excused: Diane Ames, Mike Anderson, Liz Cole, Kim Hay, Bryan Riccardi, Mark Webster, John Whittleton

Absent:

Others Present

Staff: Jen Graney (Director), Theresa Mekeel (Assistant to the Director)

Guests: Brad Meade (Friends representative)

1. While waiting for a quorum:
 - a) Trustee Bosch highlighted one aspect of the great work that Youth Services Librarian, Miss Tammy, and her assistant, Miss Jaymie, do by sharing a photo of four year old Annalise proudly displaying the "Take & Make" preschool project she had just completed. The Take & Make projects for ages 3 to 5 and 6 to 12 were very popular during the pandemic when there were no in-house programs offered, and thanks to a 2021 grant from the Wilkins Foundation, they continue to be offered now. The kits reinforce early literacy and STEAM concepts through hands-on activities and worksheets that incorporate work with the alphabet, shapes, numbers, pattern recognition, fine-motor coordination, and more.
 - b) Friends Treasurer Brad Meade told us about himself, and trustees introduced themselves.
2. Call to order: The meeting was called to order at 7:14 p.m. by President Hoeschele.
3. Meeting Minutes
 - a) Trustee Campbell moved to approve the May 2022 regular meeting minutes as corrected by Trustee Walter. Seconded by Trustee Hennessy. Motion carried.
 - a) Trustee Hennessy moved to approve a corrected version of the March 2022 minutes which reflect the presentation of and vote on the LRP committee's recommended revisions to the Training policy. Seconded by Trustee Mossotti-Kline. Motion carried with Trustee Waldbauer abstaining.
4. Trustee Walter moved to accept the financial reports for May 2022. Seconded by Trustee Hennessy. Motion carried.
5. Director's report: Director Graney shared the following highlights and updates:
 - a) The first Friends of the Library-sponsored Little Free Library went in yesterday at the Waterworks (near one of the picnic tables) and books were added today. It will be registered at littlefreelibrary.org so that its location will be included in the map. Friends have purchased the required charter sign and registration for \$48.

- b) Director Graney will be serving a three year term on NYLA's Leadership & Management board. She is looking into eligibility for a scholarship to help with the cost of the NYLA conference in the fall, where the board meeting will be held.
- c) NYS Department of Health supplied sharps disposal boxes for all public restrooms; the boxes were installed and will be maintained, at no charge, by Healing Hearts Collaborative (contact person: Dean O'Gorman who is experienced with their use). Prior to this, staff have found needles in the bathrooms and elsewhere on the library grounds.
- d) The exploration of exterior branded signage has been put on hold due to other projects. President Hoeschele did not think SHPO approval would be needed for signage, but local approval might be required.
- e) Tim Haskell has accepted the part-time Circulation Desk Assistant position that will be available when Lois Meyer leaves at the end of June. He will start June 28th.
- f) Director Graney updated the Board on purchases and plans for the Makerspace. Pricing (to cover the cost of materials) and user certification still needs to be determined. Staff will be given training on the new 3D printers.

6. Committee reports

- a) B&G and Technology: covered under Old Business.
- b) Friends: The June Friends' book sale made \$569.

7. Old Business

- a) Mask Status:
 - i. The Covid-19 risk level has dropped from high (at our May meeting) to low. Therefore, Director Graney does not recommend requiring staff to wear masks.
 - ii. Discussion on the "Masks Recommended" signage. Director Graney will decide what signage, if any, should be posted.
- b) NYS Construction Grant – In March, the Board approved moving forward with a grant for a lift, A/C in the main reading room, and window repairs, thereby committing to a 25% match for those projects. Director Graney would like to expand the scope of the grant to include:
 - i. A more dedicated teen space; possibly something as simple as glass walls
 - ii. A community room/meeting room; possibly a glass-walled room on the north side of the main reading area (by the DVDs).
 - Director Graney explained that the current meeting room (previously the Director's office) has a low ceiling, and the periodical room is open to patrons – both of which are not conducive to meetings.
 - iii. An office (private or semi-private) for Theresa to be able to meet with staff and/or patrons (even if it is just a little separate like YS Librarian Tammy Sickmon's office).
 - iv. Moving the Adult Services circulation desk to the middle of the main area. This would allow staff to see who is coming in, and make greeting people less awkward.
 - Trustee Walter thinks that architect Jon Carnes may have done a sketch with the AS circ desk in this location when YS was redone.
 - v. While it will add costs to the project and grant request, the B&G committee is also discussing expanding the elevator in place of the previously proposed lift. If this approach moves forward, it will likely require raising the elevator structure, but it will have other advantages including not taking room from the art gallery and Book Shoppe.

Because the grant requires a 25% match from CFL and our guarantee that we can pay for the full project in the event we don't get as much from NYS as we ask for, the full Board must approve the grant application prior to submission.

8. New Business

- a) LRP Committee recommended policy updates to two policies.
 - i. Following discussion on the age groupings specified and the use of the term "caregiver," Trustee Campbell moved to approve the new Safe Child and Youth Policy which will replace the original Unattended Child policy. Seconded by Trustee Walter. Motion carried.
 - ii. Trustee Campbell moved to approve the revisions to the Meeting Room Use and Program Policy. Seconded by Trustee Hennessy. Motion carried.

9. NYS Open Meeting Law – President Hoeschele said we will discuss whether to allow trustees to participate in meetings via zoom when more board members are present. Concerns have to do with the requirement to make the address(es) available to the public and adopting a resolution. Hoeschele asked Board members to review the information in the email from Sarah Glogowski.

10. Due to the number of excused trustees, the planned presentation, Libraries are for Everyone, was postponed until the fall.

11. Trustee Walter stated that the NYSEDA evaluation of the building was done last week. We would not be able to receive any funding from NYSEDA if it is just for A/C. Funding might be possible if we were to reduce fossil fuel consumption.

12. There are no regular board meetings scheduled for July and August. The next Regular Board Meeting will be on September 21, 2022. Trustees should notify President Hoeschele if they are unable to attend. Send any proposed agenda items by 9/9.

13. The regular meeting adjourned at 8:11 p.m. on a motion by Trustee Mossotti-Kline. Seconded by Trustee Waldbauer. Motion carried.

Respectfully submitted,
Vivian Bosch
Secretary, Board of Trustees