

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – September 9, 2020

Trustees Present

- James Miccio
- Janice Ballard
- Anthony Ruggiero
- Vincent Sullivan
- Beth Allee
- Bill Tresnan
- Laura Wolfe

Staff Present

- Julie Spann, Director
- Joanna Aquafredda, Office Manager
- Lisa Gomez, Librarian
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Other Guests

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I) President James Miccio called the meeting to order at 6:43 p.m.

II) Approval of August 12, 2020 Minutes

- There was an error listing Beth Allee as attending the August meeting; she was unable to attend the last meeting and the minutes need to be adjusted to reflect so.
- A motion to approve the August minutes with the noted change was made by Bill, seconded by Anthony and unanimously approved.

III) Presidents Report

- Completed Oath of Office for Laura Wolfe to be a trustee.
- 3 additional Board members needed
 - ◆ Julie or Joanna will ask our attorney about looking into changing our by-laws or legislation to lower the amount of Board members needed. We currently need 10 board members which is a high number and the library is having a hard time finding volunteers. We currently have seven and we will ask if we can cap it there, which is an odd number to break any ties.

IV) Financial Report

- The September warrant was presented in the amount of \$23,298.16.
- There was a large payment to Utica National Insurance Group in the amount of \$9,309.17. This is our annual Fire and Liability Insurance payment; we make the payment in full instead of paying monthly.
- All other bills are normal activity.
- Bills that have been set up to pay online during pandemic we will continue to pay online.
 - ◆ A list of payments and amounts that were made electronically will be provided to the board along with monthly bills to be approved.
- A motion to approve the warrant and changes was made by Anthony, seconded by Janice and unanimously approved.

V) Directors Report

- Old Business
 - ◆ Elevator Postponement
 - (I) The elevator project will be postponed until further notice.
 - (II) A lift was looked into instead of an elevator and it is not code compliant.
 - (III) We will add a line item into the budget for the elevator

- ◆ Julie suggested we use some of the capital funds to look into replacing carpet and painting, or another book drop. It was suggested we look into replacing some windows and shutters. Julie and Joanna will gather 3 quotes for window replacements. It will comply to code as long as it looks the same with the correct amount of panes, color, and size. New windows will be more energy efficient, easy to clean, with bars in the pane, and will lock. Replace the windows in phases and once completed move onto carpet and painting.
- New Business
 - ◆ Vote-new state mandates and ballots
 - (I) Absentee Ballots must be able to be requested online, by phone or in the library. A record must be kept.
 - (II) Petitions: Anthony and Janice are up for reelection this year. 1% of how many people voted the year before are needed to petition. Janice worked on a new layout listed by terms and years rather than name. Janice will send to Julie.
 - ◆ Budget
 - (I) Julie and Joanna are working on the budget and will send to Finance once completed. We are not planning on raising taxes due to the fallout from the pandemic. Will the tax base go up? Everything was held flat from 2019-2020 as far as assessments are concerned.
 - ◆ Programs- October (Coffee with a Cop/ Halloween Carnival)
 - (I) Coffee with a Cop is held the 1st Wednesday of October.
 - (a) It was set up originally for community outreach, so the board feels it should continue. if we can set up outside and maybe provide a tent.
 - (i) Look into getting a bigger and more substantial tent for activities. Julie or Joanna will contact Durant's and see if they are selling used tents or are willing to donate. If you provide a tent, then that is no longer considered an outside event and will need to follow inside guidelines.
 - (II) Halloween Carnival
 - (a) Julie and Lisa were thinking of hosting a Halloween Carnival at Sarah Taylor Park. There is a 50-person limit on gatherings and there is no way to limit how many attend. Therefore, the carnival cannot continue.
 - ◆ Programs
 - (I) Story time and mystery readers will be beginning again. They will be meeting outside.
 - ◆ Library Hours
 - (I) Currently we are closed two hours during the day to clean. We will be lowering that to one hour a day.
 - ◆ Library Rules
 - (I) Julie would like to remove some of the arrows around the library. The board suggested to keep them, it provides a sense of comfort to people coming in.
 - ◆ Staff Development Day
 - (I) We will be moving staff development day to Friday, September 25th. because the library is closed on Fridays.
 - (II) We will be covering Sexual Harassment Training, safety, and Covid.

VI) Other:

- The board moved to executive session at 7:32pm to discuss personnel. A motion to move into executive session was made by Anthony, seconded by Bill and unanimously approved.
- The board came out of executive session at 7:48pm and no votes or action were taken during executive session. A motion to come out of executive session was made by Anthony, seconded by Beth and unanimously approved.

VII) Committee Reports

Personnel – Janice, Anthony: Nothing to report

Buildings and Grounds/Technology- Bill T. Janice, Elizabeth: No Report

PR/Sustainability/Long Range- Vince, Joan: No Report

Financial/Budget/Vote- Janice, Anthony, and Bill: No report

Liaison to Friends- Beth: This is currently when the annual donation letter goes out. The letter should ask to donate towards a new bookdrop and tent. If the friends would like to meet they need to social distance and can coordinate with Angie to use Village Hall to meet since there is more space. Send Beth the Constant Contact list to utilize to send out the annual letter.

Fundraising Committee- Anthony, Joan, Beth: No Report.

VIII) No public input.

IX) Adjournment-

A motion to adjourn the meeting at 7:57pm was made by Beth, seconded by Anthony and unanimously approved.