

TRANSCRIPT OF THE RED JACKET COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING NOV. 16, 2020

1

00:00:01.439 --> 00:00:10.710

Lisa Schaertl: So we are recording now. I'll the call the meeting to order at 7:02. This meeting is taking place remotely via video conference in accordance with the governor's executive order.

2

00:00:11.219 --> 00:00:19.380

Lisa Schaertl: 202.72 extending emergency adjustments to the Open Meetings law in response to the COVID 19 pandemic.

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00:00:19.650 --> 00:00:33.750

Lisa Schaertl: The public has the ability to view or listen to this meeting proceeding online through the links posted on our public website. This meeting is being recorded. A transcript of meeting will be posted on the library website. In addition to the Minutes. Can we please have roll call.

4

00:00:35.820 --> 00:00:40.770

Peggy: Trustees that are present: Pat Ayres, Dustine Mullen, Randall Ott,

5

00:00:42.750 --> 00:00:43.890

Peggy: Lisa Schaertl,

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00:00:44.910 --> 00:00:49.650

Peggy: Peggy Sutton, Jill Persson, Kim Sutter.

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00:00:50.880 --> 00:00:52.500

Peggy: Did Jan join

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00:00:52.830 --> 00:00:54.510

Peggy: Not yet, and

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00:00:57.270 --> 00:01:04.590

Peggy: We also have library director Andrea Tillinghast. And what about the treasurer

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00:01:06.480 --> 00:01:15.180

Peggy: Yeah, okay. So, absent is Chris Spencer, Neng Marquez and Treasurer Jan Boor

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00:01:16.110 --> 00:01:18.780

Lisa Schaertl: Okay, thank you. Are there any questions about the agenda.

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00:01:21.900 --> 00:01:26.250

Lisa Schaertl: We welcome public and staff comments at this time, but there are no attendees.

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00:01:28.320 --> 00:01:29.490

Lisa Schaertl: Approval of Minutes.

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00:01:32.880 --> 00:01:40.860

Lisa Schaertl: Minutes from last month were posted in the drive and I don't see any comments on them. Did anyone have any questions or corrections to the Minutes.

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00:01:42.900 --> 00:01:43.830

Randall Ott: I move to approve.

16

00:01:45.180 --> 00:01:51.630

Lisa Schaertl: Okay, so we have a motion to approve the minutes from the October 19 2020 board meetings by Randy Ott.

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00:01:52.860 --> 00:01:53.610

Lisa Schaertl: Any discussion.

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00:01:55.170 --> 00:01:56.010

Lisa Schaertl: All in favor.

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00:01:56.760 --> 00:01:57.600

Dusty Mullen et. al.: Aye. Aye.

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00:01:57.900 --> 00:01:59.730

Lisa Schaertl: Aye. Any opposed.

21

00:02:01.050 --> 00:02:07.680

Lisa Schaertl: Motion carries. Move on to the financial reports and the approval of expenditures. Claims Review report.

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00:02:09.630 --> 00:02:10.680

Randall Ott: So there's a

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00:02:12.060 --> 00:02:16.560

Randall Ott: Couple of debit card payments that total \$67.99.

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00:02:17.730 --> 00:02:28.620

Randall Ott: There are, there's one large bill from for the purchase of the chairs that Andrea ordered to go with the new computer stations.

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00:02:29.640 --> 00:02:46.440

Randall Ott: But that while we are paying for it will come out of donations made by the friends and then by. Total October unpaid claims are \$2,748.11. Need a motion to approve the debits and the unpaid claims.

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00:02:47.640 --> 00:02:49.650

Randall Ott: I did not review

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00:02:51.000 --> 00:02:59.190

Randall Ott: October bank statements officially so I will do that with November and report on that next month. Okay.

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00:02:59.700 --> 00:03:00.870

Lisa Schaertl: I'm going to pull up the

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00:03:02.100 --> 00:03:18.330

Lisa Schaertl: unpaid bills audit sheet so people can see what we're doing a roll call vote on. And as the claims auditor reported, the unpaid bills are shown here and they total \$2,748.11. And then here are the debit

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00:03:19.770 --> 00:03:26.790

Lisa Schaertl: charges made that Randy mentioned and an additional payments made prior to approval, a check to MSCSD

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00:03:28.380 --> 00:03:31.380

Lisa Schaertl: for \$365 that's our rent. Right.

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00:03:33.000 --> 00:03:33.300

Andrea Tillinghast: Okay.

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00:03:33.630 --> 00:03:50.070

Lisa Schaertl: For total paid prior to approval \$432.98. And normally, for new trustees, when we meet in person, we would pass this around and you could review the bills and you sign here. since we can't sign it, since we're not in person, we'll do a roll call vote.

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00:03:51.690 --> 00:03:56.970

Lisa Schaertl: We have a recommended motion here. If this is correct, can I have this motion.

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00:04:01.170 --> 00:04:02.460

Jill Persson: I'll make the motion, Lisa.

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00:04:02.910 --> 00:04:16.080

Lisa Schaertl: Great. We have a motion by Jill Persson to approve unpaid claims totaling \$2,748.11 and payments made prior to board approval, including debit card payments totaling \$432.98 by roll call vote.

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00:04:18.960 --> 00:04:19.680

Lisa Schaertl: Peggy will you do the roll call

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00:04:20.100 --> 00:04:21.090

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00:04:21.240 --> 00:04:23.130

Patricia Ayres: Pat Ayres, Aye

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00:04:24.990 --> 00:04:26.280

Peggy: Dusty Mullen.

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00:04:26.580 --> 00:04:26.910

Dusty Mullen: Aye

42

00:04:28.140 --> 00:04:29.250

Peggy: Randall Ott

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00:04:29.670 --> 00:04:30.030

Randall Ott: Aye

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00:04:31.260 --> 00:04:32.340

Peggy: Lisa Schaertl.

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00:04:32.550 --> 00:04:32.820

Lisa Schaertl: Aye

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00:04:34.890 --> 00:04:40.110

Peggy: And I also aye it. Jill Persson

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00:04:40.350 --> 00:04:40.890

Jill Persson: Aye.

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00:04:41.610 --> 00:04:43.890

Peggy: Yeah, you're, you're already did. Anyways,

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00:04:46.080 --> 00:04:46.470

Kim Sutter: Aye

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00:04:49.380 --> 00:04:52.110

Peggy: I think I got everybody for the roll call vote.

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00:04:53.850 --> 00:04:54.720

Peggy: And they're all aye

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00:04:56.160 --> 00:04:57.840

Peggy: So seven ayes

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00:05:00.330 --> 00:05:07.710

Lisa Schaertl: And Chris Spencer and Neng Marquez be registered as nays since they're not here at the moment.

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00:05:09.780 --> 00:05:10.620

Lisa Schaertl: Motion carries.

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00:05:12.210 --> 00:05:15.630

Lisa Schaertl: Um, so. Next on the agenda is the Treasurer's Report.

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00:05:18.270 --> 00:05:24.600

Lisa Schaertl: I'll defer that until Jan joins us unless Randy, you want to present something from her reports.

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00:05:25.770 --> 00:05:26.190

Randall Ott: No,

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00:05:28.080 --> 00:05:34.140

Randall Ott: Everything looked good. I have one question for her if she does join us. If not, it can wait till next month. It's not a big thing.

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00:05:36.120 --> 00:05:50.940

Lisa Schaertl: Okay. And I looked through the documents that she posted and I didn't have any questions. I didn't see that the other trustees had questions, so we'll move on and we can come back to Treasurer's reports when Jan has joined us. Directors report.

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00:06:00.840 --> 00:06:01.350

Andrea Tillinghast: So,

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00:06:02.640 --> 00:06:04.950

Andrea Tillinghast: This past month. We've

62

00:06:08.190 --> 00:06:11.400

Andrea Tillinghast: not. I mean, things have gone on here but

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00:06:12.870 --> 00:06:21.270

Andrea Tillinghast: at first glance, it may seem as though they're not a high number. Not a vast quantity of things,

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00:06:23.370 --> 00:06:23.880

Andrea Tillinghast: So,

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00:06:24.990 --> 00:06:32.970

Andrea Tillinghast: I'll just hit the highlights here. There have been a lot of interviews setup for cleaners.

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00:06:35.250 --> 00:06:42.900

Andrea Tillinghast: And many of them were no shows. I do have one individual that I interviewed

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00:06:44.460 --> 00:06:45.090

Andrea Tillinghast: It's

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00:06:47.040 --> 00:07:00.330

Andrea Tillinghast: Maybe not a great choice for us. But I did have I'm taking quotes from cleaning services. So I've got two quotes so far I'm looking for one more.

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00:07:01.350 --> 00:07:01.860

Andrea Tillinghast: We had

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00:07:03.810 --> 00:07:06.990

Andrea Tillinghast: Let's see the names are Lakeside Cleaning

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00:07:08.670 --> 00:07:09.390

Andrea Tillinghast: I think

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00:07:16.380 --> 00:07:23.700

Andrea Tillinghast: Picture Perfect Cleaning and Spot On. So we'll see these two that I have so far are

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00:07:25.020 --> 00:07:27.990

Andrea Tillinghast: vastly different it different in the

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00:07:29.460 --> 00:07:34.740

Andrea Tillinghast: Prices were being quoted. So once I get that third one, and then I'll make a decision.

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00:07:36.900 --> 00:07:47.010

Andrea Tillinghast: Before going to go with a cleaning service, which I think we probably are and which services better I did ask that they're all insured and bonded

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00:07:48.300 --> 00:07:55.470

Andrea Tillinghast: So, and I'm thinking to we'll just set this up as a contract, rather than employee of the library.

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00:07:56.040 --> 00:07:57.510

Lisa Schaertl: It makes sense. Yeah.

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00:07:58.920 --> 00:08:04.140

Andrea Tillinghast: So we're just waiting on that. And I think the school shouldn't be too

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00:08:05.250 --> 00:08:16.320

Andrea Tillinghast: upset about that because you know it's, they've had issues with trying to find people and we've had to try to work around that. So it's just the shoe is on the other foot this time.

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00:08:17.220 --> 00:08:18.690

Andrea Tillinghast: Uh huh.

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00:08:19.200 --> 00:08:22.110

Patricia Ayres: Are you having them work the same hours that Joe did

82

00:08:22.530 --> 00:08:23.880

Patricia Ayres: Yes, same times

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00:08:24.720 --> 00:08:26.040

Patricia Ayres: Yes. Okay.

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00:08:27.990 --> 00:08:30.360

Andrea Tillinghast: It may be that they don't work on Saturday.

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00:08:30.720 --> 00:08:32.430

Andrea Tillinghast: Because that would be both.

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00:08:32.760 --> 00:08:40.920

Andrea Tillinghast: All three of the cleaning services did say that it would they would call it would cost more on Saturdays, which I think is okay because

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00:08:42.240 --> 00:08:48.540

Andrea Tillinghast: If they were cleaning on Friday, the only people that would come in on Saturday would be people that are our staff.

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00:08:49.650 --> 00:08:58.470

Andrea Tillinghast: It's not a huge amount of foot traffic and then the school will clean it on Monday again anyway. So I think that will be all right.

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00:09:00.570 --> 00:09:06.990

Lisa Schaertl: And so these they would come in and clean in between the school hours and the public library hours just to make

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00:09:07.200 --> 00:09:18.180

Lisa Schaertl: it sanitary, even though school staff is sanitizing their own spaces and we think the school cleaners are cleaning daily, but we're not sure if that can be sustained. Mm hmm.

91

00:09:19.290 --> 00:09:20.070

Andrea Tillinghast: So, yeah.

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00:09:21.480 --> 00:09:26.640

Andrea Tillinghast: This past Saturday was the friends of the library's annual meeting.

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00:09:29.010 --> 00:09:31.980

Andrea Tillinghast: I'm not sure if anyone else was going to talk about that, but
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00:09:32.010 --> 00:09:33.390

Andrea Tillinghast: it was a nice evening.
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00:09:36.120 --> 00:09:39.030

Andrea Tillinghast: And every year they choose to honor
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00:09:40.230 --> 00:09:53.490

Andrea Tillinghast: An individual or a group of individuals as best friends BFF. And this year, the Friends of the
Library chose to honor the staff of the library.
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00:09:54.570 --> 00:09:55.200

Andrea Tillinghast: And
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00:09:56.970 --> 00:10:04.470

Andrea Tillinghast: so all the staff was gracious and Mary came and gave them each a little gift because Mary
Zingerella is the president of the Friends now.
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00:10:06.090 --> 00:10:13.980

Andrea Tillinghast: And I think it was nice to be honored by the Friends because we've been through a lot
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00:10:16.110 --> 00:10:22.800

Andrea Tillinghast: over the course of the past few months, over the past year, so that I think really felt nice
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00:10:24.570 --> 00:10:26.970

Lisa Schaertl: That was nice. Just that was a really nice statement.
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00:10:27.330 --> 00:10:31.920

Patricia Ayres: There were no other candidates either. That was a unanimous opinion that
103

00:10:32.970 --> 00:10:35.220

Patricia Ayres: I still get BFF forward.
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00:10:35.640 --> 00:10:41.310

Andrea Tillinghast: And they did invite Bonnie to come over and get her little gifts as well. So that's cool.
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00:10:43.290 --> 00:10:44.490

Andrea Tillinghast: I was nice to see her.
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00:10:47.160 --> 00:10:57.870

Andrea Tillinghast: So as far as facilities and technology. We have done a number of things over the course of
the past month to comply with the request of the

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00:10:58.470 --> 00:11:12.630

Andrea Tillinghast: School Board of Education president and a letter from President Jennifer Speers. So we are currently using the school's employee health screening form.

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00:11:13.110 --> 00:11:33.540

Andrea Tillinghast: At their request and we are using that same form for every person that enters the library. So vendors, delivery service, and any patrons that come in. We did buy a digital forehead reading thermometer

109

00:11:34.590 --> 00:11:50.700

Andrea Tillinghast: So that we could comply with that temperature check aspect. So this seems to be going well and we haven't heard any feedback really from the patrons, they just come in, they do the form they get their temperature checked and nobody bats a lash. So it's gone pretty well.

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00:11:54.720 --> 00:12:07.140

Andrea Tillinghast: All of our storage that was in the shared storage area and the large shared storage area we've moved all of our things out of that shared space at the school's request. So that's been completed.

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00:12:14.220 --> 00:12:24.420

Andrea Tillinghast: I did go to the PLS annual meeting, annual system meeting that they hold every year and Christine also went virtually.

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00:12:25.980 --> 00:12:33.660

Andrea Tillinghast: And it was really fun. I think it was even more entertaining and fun than it normally would be in person.

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00:12:34.680 --> 00:12:36.210

Patricia Ayres: I agree. Yeah.

114

00:12:36.300 --> 00:12:40.500

Andrea Tillinghast: I hope they continue with that everyone seemed like they were having a good time.

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00:12:41.910 --> 00:12:44.820

Andrea Tillinghast: And it was a nice to really be able to see everyone

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00:12:45.930 --> 00:12:51.450

Andrea Tillinghast: Virtually, of course, but it's the meetings when you attend in person, you really can't see everyone

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00:12:53.700 --> 00:12:54.180

Andrea Tillinghast: So,

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00:12:57.300 --> 00:13:06.870

Andrea Tillinghast: If anyone's wondering, I did hear back from Ontario County Sheriff about that fact they are still pursuing it. There's no further.

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00:13:09.300 --> 00:13:11.460

Andrea Tillinghast: Action they've taken yet.

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00:13:12.480 --> 00:13:18.150

Andrea Tillinghast: So I really don't have much to report, other than the sheriff Bill Wellman did communicate with me.

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00:13:22.380 --> 00:13:34.500

Andrea Tillinghast: And I think that we're going to address the issues with the personnel policy later on the agenda, yes. Oh, does anyone have any questions about that, about the Director's report.

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00:13:36.180 --> 00:13:36.510

Jill Persson: No

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00:13:36.570 --> 00:13:40.260

Andrea Tillinghast: A bunch of statistics for you to look at just so you could

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00:13:45.210 --> 00:13:47.010

Andrea Tillinghast: See, you could see where things are going

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00:13:49.980 --> 00:13:55.620

Lisa Schaertl: Statistics for you. This is the total checkouts, and here is Red Jacket

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00:13:58.500 --> 00:14:10.680

Lisa Schaertl: The columns are ebooks audiobooks magazines and total checkouts. And I was just curious what our trend was so I looked it up from last month reports, and those 292 prior month, numbers

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00:14:13.860 --> 00:14:20.580

Lisa Schaertl: kind of jumped around, I'm always interested to see trends, How are we doing versus a year ago. How are we doing versus last month.

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00:14:21.690 --> 00:14:25.470

Andrea Tillinghast: Yeah, the AlphaGo statistics are maintaining for the most part.

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00:14:26.640 --> 00:14:27.030

Andrea Tillinghast: You know,

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00:14:27.270 --> 00:14:28.020

Andrea Tillinghast: It's not a huge

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00:14:28.050 --> 00:14:29.760

Andrea Tillinghast: Increase, as you would expect.

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00:14:31.200 --> 00:14:35.190

Andrea Tillinghast: But if we go to the statistics, the total checkouts.

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00:14:36.840 --> 00:14:37.980

Andrea Tillinghast: Regular checkouts.

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00:14:39.810 --> 00:14:40.590

Andrea Tillinghast: Can we go back to that.

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00:14:43.740 --> 00:14:44.010

Lisa Schaertl: Yep.

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00:14:50.370 --> 00:14:50.940

Andrea Tillinghast: So,

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00:14:51.300 --> 00:14:57.750

Andrea Tillinghast: We've got 435 items that were checked out during the month which is better than 250

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00:14:59.580 --> 00:15:01.380

Andrea Tillinghast: And this is in addition to the

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00:15:02.700 --> 00:15:05.670

Andrea Tillinghast: What was it 291 or something that was on owl to go

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00:15:06.870 --> 00:15:07.470

Andrea Tillinghast: So,

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00:15:09.150 --> 00:15:12.510

Andrea Tillinghast: You know, things are not normal, and

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00:15:16.620 --> 00:15:18.330

Andrea Tillinghast: at least it's heading in the right direction.

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00:15:22.890 --> 00:15:36.630

Andrea Tillinghast: I will tell you something about mango, mango languages, that's only going to be available through the end of December, PLS is not going to continue the contract on that and

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00:15:38.340 --> 00:15:47.040

Andrea Tillinghast: It's basically due to the 20% cut state funding. So they've had to cut that they're going to keep Ancestry but mango will go

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00:15:47.670 --> 00:16:00.030

Lisa Schaertl: Mango is the language learning program. And I think that people can use duo lingo, which is free, not sure what the relative merits are. There are other things people can use.

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00:16:00.210 --> 00:16:09.120

Andrea Tillinghast: So yes PLS will change those like starting the first of the year the links that are on their website and we should probably do the same. Okay.

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00:16:10.410 --> 00:16:17.040

Andrea Tillinghast: We don't see a ton of use on Ancestry. I don't know why. I'm talking about it.

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00:16:17.280 --> 00:16:21.690

Lisa Schaertl: A couple years ago we promoted it pretty heavily and just no really response.

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00:16:23.280 --> 00:16:41.700

Andrea Tillinghast: Now if you don't know the Ancestry link. It used to be that you needed to use that in the library to be able to access all of the aspects of Ancestry. But now that everything's gone remote, you can access all of Ancestry virtually without needing to be in the library.

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00:16:43.440 --> 00:16:48.360

Andrea Tillinghast: The Facebook metrics. There is a lot of information in there.

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00:16:50.580 --> 00:16:56.220

Andrea Tillinghast: And that's only from October, mid October, our board meeting, till today.

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00:16:59.070 --> 00:17:03.330

Andrea Tillinghast: It's interesting to look at it, though, because there's

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00:17:05.730 --> 00:17:13.740

Andrea Tillinghast: You can check and see, How many people like things per day on our page and interact with that, or per week.

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00:17:15.270 --> 00:17:19.830

Andrea Tillinghast: How many are distributing what they see, you know, sharing

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00:17:21.390 --> 00:17:29.550

Andrea Tillinghast: Our posts. So these are numbers that made me feel at least some people are interacting

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00:17:35.160 --> 00:17:38.040

Lisa Schaertl: Yep

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00:17:39.660 --> 00:17:40.680

Lisa Schaertl: To get actual interactions with people.

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00:17:41.580 --> 00:17:44.130

Andrea Tillinghast: I'm contacting, youth, families.

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00:17:45.330 --> 00:17:46.140

Andrea Tillinghast: And yes,

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00:17:47.940 --> 00:17:57.330

Andrea Tillinghast: You know, whether it's they want to put something on hold, or they want to participate in the book discussion or they can't get into their account online.

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00:17:57.840 --> 00:18:12.900

Andrea Tillinghast: They need help, placing hold on ebooks also sorts of different things people contact us for. Twin Cities food cupboard contacted us through Facebook asking us to share about the Thanksgiving food drive

162

00:18:14.670 --> 00:18:20.520

Andrea Tillinghast: So all sorts of different reasons. People apply for the cleaner job through Facebook.

163

00:18:21.930 --> 00:18:22.320

Andrea Tillinghast: So,

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00:18:22.440 --> 00:18:26.850

Lisa Schaertl: You got 13 new people liking your page and

165

00:18:27.690 --> 00:18:29.400

Andrea Tillinghast: Uh huh. Okay.

166

00:18:29.790 --> 00:18:35.040

Lisa Schaertl: So it seems to be a good vehicle to engage community and I saw that you

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00:18:36.600 --> 00:18:39.450

Lisa Schaertl: Sometimes shared on the two local groups.

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00:18:39.540 --> 00:18:40.260

Lisa Schaertl: Which is good.

169

00:18:40.680 --> 00:18:42.030

Lisa Schaertl: The two local Facebook groups.

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00:18:42.450 --> 00:18:50.160

Andrea Tillinghast: Yeah. The other thing is, is if you haven't been to our website. Recently, you can see the Ken Reeves Memorial bookshelf

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00:18:51.330 --> 00:18:52.680

Andrea Tillinghast: It's a virtual bookshelf.

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00:18:53.430 --> 00:18:53.670

Andrea Tillinghast: Well, then

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00:18:54.960 --> 00:18:56.520

Lisa Schaertl: yes let's have a look.

174

00:18:59.040 --> 00:19:01.710

Lisa Schaertl: This is our public website. If you haven't been here for a while.

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00:19:05.070 --> 00:19:07.890

Lisa Schaertl: So right there is the is the memorial book selection.

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00:19:08.280 --> 00:19:15.180

Andrea Tillinghast: You can go through the slides at the bottom, or you can click on an actual book cover and it'll take you into the catalog.

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00:19:20.100 --> 00:19:31.980

Andrea Tillinghast: And you can place a hold right from there you can see the list of books that we have yet to receive because we've still got some books coming in 2021

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00:19:33.120 --> 00:19:39.180

Andrea Tillinghast: And then if you want to scroll down a little further. You can see the virtual children's program.

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00:19:43.530 --> 00:19:50.160

Andrea Tillinghast: There's a little Christine avatar she put together. She really Christine put these two things together.

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00:19:51.360 --> 00:19:54.000

Andrea Tillinghast: I helped a little bit with the Ken Reeves one but

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00:19:55.110 --> 00:20:05.010

Andrea Tillinghast: So there's a lot of a lot of links embedded within this so it's kind of fun. And she updates it every month.

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00:20:08.970 --> 00:20:10.500

Andrea Tillinghast: So we're, we're trying

183

00:20:11.340 --> 00:20:13.140

Patricia Ayres: Yes, she did a good job.

184

00:20:13.170 --> 00:20:14.640

Jill Persson: I thought it was very good.

185

00:20:15.480 --> 00:20:16.860

Patricia Ayres: Is that her on the bottom there.

186

00:20:17.460 --> 00:20:18.750

Andrea Tillinghast: Yeah, yeah, that's her

187

00:20:19.800 --> 00:20:20.130

Patricia Ayres: I guess.

188

00:20:20.880 --> 00:20:21.540

Kim Sutter: In schools.

189

00:20:22.650 --> 00:20:32.220

Kim Sutter: so it's every almost every classroom is having this type of thing. So it's great to see that we're implementing it here to keep up with what's going on.

190

00:20:33.900 --> 00:20:35.880

Kim Sutter: With schools as well.

191

00:20:37.680 --> 00:20:40.770

Andrea Tillinghast: So that is all I really have to share with you.

192

00:20:45.090 --> 00:20:49.620

Jill Persson: Andrea, can you refresh my memory. I don't remember what the theft involved. I'm sorry.

193

00:20:50.940 --> 00:20:57.300

Andrea Tillinghast: So I think it was in August. I would have to look exactly what the date was but

194

00:20:58.740 --> 00:21:12.510

Andrea Tillinghast: Three former students broken to the school through the roof hatch and were in the school for about three hours and they stole Christine's laptop.

195

00:21:13.230 --> 00:21:15.060

Andrea Tillinghast: And Christine

196

00:21:15.570 --> 00:21:23.940

Andrea Tillinghast: had a pair of air pods, the iPhone or air pods that were taken out of her desk as well.

197

00:21:26.610 --> 00:21:27.060

Andrea Tillinghast: So,

198

00:21:27.720 --> 00:21:28.380

Jill Persson: Yeah, okay.

199

00:21:29.910 --> 00:21:31.320

Jill Persson: Thank you. Sorry about that.

200

00:21:31.620 --> 00:21:42.030

Lisa Schaertl: Yeah. The other thing that Andrea always posts every month are trustee readings. So if you have time to go through and click on some of those links. It's always good background information about what are some issues facing libraries.

201

00:21:43.920 --> 00:21:44.700

Pat Ayres: It's always good reading

202

00:21:45.990 --> 00:21:48.030

Lisa Schaertl: Okay. Any question about director report them.

203

00:21:49.470 --> 00:21:49.770

Peggy: No,

204

00:21:50.640 --> 00:21:55.080

Lisa Schaertl: Thank you, Andrea. Finance and audit.

205

00:21:58.890 --> 00:22:00.090

Randall Ott: Oh yes, we met.

206

00:22:01.560 --> 00:22:16.140

Randall Ott: In October, we put the three policies up last month for a first reading, I haven't seen any comments or suggestions. So I hope that they're ready to approve tonight so I

207

00:22:18.090 --> 00:22:34.500

Randall Ott: Put some resolutions up that we ask you to approve for policy 500-5 200-6 and then there is a new policy up for the first reading is really

208

00:22:35.700 --> 00:22:48.210

Randall Ott: Insignificant changes made really just grammar and syntax changes, format changes to policy 500-4 procurement.

209

00:22:48.840 --> 00:22:57.780

Randall Ott: We have by law, we're required to review this every year. We did make some changes last year, but we really are not suggesting any change at

210

00:22:58.530 --> 00:23:09.420

Randall Ott: This point this year, but you have got time to comment if you would like to add them and we will include that next month for approval.

211

00:23:10.440 --> 00:23:17.340

Randall Ott: We started in investments policy. We're going to meet next week and continue work on that.

212

00:23:19.770 --> 00:23:21.810

Lisa Schaertl: OK, so the

213

00:23:23.790 --> 00:23:28.860

Lisa Schaertl: The proposed resolutions were to adopt, first to adopt policy 500-5

214

00:23:29.760 --> 00:23:47.760

Lisa Schaertl: reserve funds, and it's going to be renamed policy 500-5 Unrestricted Fund Balance and at the same time we will retire 500-1 Procedure G Memorial and Donations. So I'll just take a quick look at that and see if there are any comments.

215

00:23:50.430 --> 00:23:53.790

Lisa Schaertl: Randy this r2 in the headline goes away in the final

216

00:23:54.330 --> 00:23:55.350

Randall Ott: Yep. Okay.

217

00:23:56.040 --> 00:24:00.900

Lisa Schaertl: So the, I think the main thing that was, I don't see any comments, since the first reading.

218

00:24:05.580 --> 00:24:08.370

Lisa Schaertl: So here's a proposed motion.

219

00:24:10.470 --> 00:24:12.690

Peggy: I will do the proposed motion.

220

00:24:13.200 --> 00:24:31.710

Lisa Schaertl: So we have a motion by Peggy Sutton that policy 500-5 reserve funds is hereby retitled policy 500-5 unrestricted fund balance and approved as presented and be at further resolved that policy 500-1 procedure G Memorial and donations is hereby retired from use

221

00:24:34.560 --> 00:24:36.210

Lisa Schaertl: So a motion, any discussion.

222

00:24:37.680 --> 00:24:38.490

Lisa Schaertl: All in favor.

223

00:24:39.210 --> 00:24:39.540

(all) Aye.

224

00:24:40.770 --> 00:24:41.580

Lisa Schaertl: All opposed

225

00:24:43.380 --> 00:24:53.220

Lisa Schaertl: Hearing none opposed, the motion carries. The next one was the 200 dash six fiscal oversight. Can I don't think anybody made any comments.

226

00:25:08.940 --> 00:25:09.750

Lisa Schaertl: motion.

227

00:25:14.460 --> 00:25:15.090

Patricia Ayres: So moved

228

00:25:15.810 --> 00:25:20.040

Lisa Schaertl: We have a motion by Pat Ayres that policy 200 dash six fiscal oversight

229

00:25:20.340 --> 00:25:33.690

Lisa Schaertl: Is adopted as presented, and further that policy 400 dash eight operating budget expense system finance and policy 500 dash one procedure D financial signature review policy will be retired from use. Any discussion.

230

00:25:35.670 --> 00:25:36.540

Lisa Schaertl: All in favor.

231

00:25:37.140 --> 00:25:38.100

Dusty Mullen (et al) : Aye. Aye.

232

00:25:39.180 --> 00:25:40.140

Lisa Schaertl: Are there any opposed.

233

00:25:41.760 --> 00:25:45.330

Lisa Schaertl: Hearing none. The motion carries. And then finally,

234

00:25:46.890 --> 00:25:48.180

Lisa Schaertl: 500 dash six

235

00:25:54.780 --> 00:25:56.160

Lisa Schaertl: There are no comments.

236

00:25:57.300 --> 00:26:01.950

Lisa Schaertl: On this document. So do we have a motion to approve.

237

00:26:02.610 --> 00:26:04.530

Peggy: I'll approve it. Peggy Sutton.

238

00:26:05.160 --> 00:26:13.050

Lisa Schaertl: Motion from Peggy Sutton that policy 500-6 claims audit and payment of bills is approved as presented, any discussion.

239

00:26:14.700 --> 00:26:15.420

Lisa Schaertl: All in favor.

240

00:26:15.780 --> 00:26:16.800

Jill Persson (et al): Aye. Aye.

241

00:26:17.430 --> 00:26:18.390

Lisa Schaertl: Are there any opposed

242

00:26:19.740 --> 00:26:20.850

Lisa Schaertl: And That motion carries.

243

00:26:22.080 --> 00:26:35.880

Lisa Schaertl: Okay. And then as Randy noted policy 500 dash 4 is presented as first reading, it's, there is an annual review required by law. So please review that and we will vote to approve those changes next month.

244

00:26:37.590 --> 00:26:37.950

Lisa Schaertl: Okay.

245

00:26:38.970 --> 00:26:39.900

Lisa Schaertl: Policy Committee.

246

00:26:41.820 --> 00:26:43.290

Lisa Schaertl: Is there anything else in finance Randy

247

00:26:45.210 --> 00:26:45.630

Randall Ott: nope

248

00:26:47.040 --> 00:27:01.530

Lisa Schaertl: Policy Committee report is presented here. We've got several policies that were presented last month and are going to ask you to approve this month, and three new policies for first reading. So

249

00:27:09.360 --> 00:27:13.560

Lisa Schaertl: Second Reading and approval. I'm going to quickly open them and see if anybody has made any comments.

250

00:27:14.670 --> 00:27:19.320

Lisa Schaertl: Randy had a comment on that. And I don't think so. Um, it's, it's

251

00:27:20.820 --> 00:27:31.020

Lisa Schaertl: The committee is just another word for the finance and audit committee, in the rest of the document its going to be called the committee and it's composed of trustees and the library director or the President

252

00:27:32.520 --> 00:27:34.530

Lisa Schaertl: So I don't think that, I think that's okay as written.

253

00:27:43.920 --> 00:27:45.630

Lisa Schaertl: Okay FOIL, I did have a question.

254

00:27:48.150 --> 00:27:49.920

Lisa Schaertl: Here we say access

255

00:27:51.630 --> 00:28:00.180

Lisa Schaertl: If the original record includes information details or particulars and Randy suggest changing that to private confidential information details or particulars, and I agree that that's

256

00:28:01.620 --> 00:28:18.840

Lisa Schaertl: A good addition. So we'll make that. So there's one change to public relations policy, I think, Peggy had just a wording change by the media instead of by media. So that's a minor change I'll make. Meeting room use I don't think had any changes.

257

00:28:22.560 --> 00:28:27.300

Lisa Schaertl: It does not. Internet use, I don't think had any changes between now and first reading.

258

00:28:31.200 --> 00:28:43.110

Lisa Schaertl: Oh, just a spelling of etiquette. Thank you Peggy, I will fix that. And then the final one confidentiality of library records does have some suggested changes. This is a policy that we already had. And

259

00:28:45.600 --> 00:28:47.940

Lisa Schaertl: we're adding a section about

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00:28:49.980 --> 00:28:52.260

Lisa Schaertl: Information security breach notification.

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00:28:53.310 --> 00:29:09.270

Lisa Schaertl: We say upon notification of a suspected information security breach the library must report the breach and do all these other things and Randy suggests saying a security breach of private information where private information is defined in New York State technology law section 208

262

00:29:10.890 --> 00:29:20.160

Lisa Schaertl: So will definitely make that change. And I wondered if you wanted to add this entire description of what private information is or do you just want to include a reference to

263

00:29:22.080 --> 00:29:22.650

Lisa Schaertl: The law.

264

00:29:22.890 --> 00:29:26.520

Randall Ott: I have no preference, whether it's included or not. It could just be a reference

265

00:29:28.200 --> 00:29:29.670

Randall Ott: But those are what it

266

00:29:31.140 --> 00:29:37.170

Randall Ott: refers to, what quote private end quote information for the law is.

267

00:29:37.380 --> 00:29:46.920

Lisa Schaertl: I think that makes sense, Andrea in terms of the policy being a usable policy, is it easier for you to have this this definition in there or to simply reference the law.

268

00:29:48.390 --> 00:29:51.270

Andrea Tillinghast: You know, I like it embedded within the document.

269

00:29:52.890 --> 00:30:06.630

Lisa Schaertl: Okay, so I'm going to suggest, I will update this to add a section one that will say private information is defined in New York State technology law section eight and then list in this whole section.

270

00:30:08.100 --> 00:30:15.480

Lisa Schaertl: And then number two will be upon notification of a suspected security breach of private information. The library must do these things.

271

00:30:17.130 --> 00:30:29.280

Lisa Schaertl: So I think that we can ask the Board to approve this policy with the changes discussed or would you like me to take it back to bring it back next month.

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00:30:31.020 --> 00:30:31.800

Peggy: It's okay now

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00:30:32.280 --> 00:30:33.900

Lisa Schaertl: So I'll ask that we

274

00:30:36.600 --> 00:30:58.830

Lisa Schaertl: adopt this, I'll move that we approve the following new and updated policies with corrections as noted: 300 dash five confidentiality of library records, 400 dash four Internet use, 400 dash nine meeting room use, 400 dash 10 public relations, 400 dash fifteen foil, and 500 dash two whistleblower policy.

275

00:31:01.140 --> 00:31:02.310

Lisa Schaertl: Is there any discussion.

276

00:31:04.530 --> 00:31:05.280

Lisa Schaertl: All in favor.

277

00:31:06.000 --> 00:31:08.130

Lisa Schaertl: All right. Are there any opposed.

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00:31:09.690 --> 00:31:14.220

Lisa Schaertl: Motion carries. Okay, Andrea. I'll fix those and put them up in the final

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00:31:15.900 --> 00:31:19.200

Lisa Schaertl: There's some policies presented for first reading, and I wanted to mention one of them.

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00:31:21.300 --> 00:31:26.730

Lisa Schaertl: The 100 dash oh one ethics, we have a current policy 100-1

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00:31:27.750 --> 00:31:37.320

Lisa Schaertl: And it's just this, that the attached American Library Association standards will be adopted as a standards of the red jacket community library and Andrea suggested that we actually put the

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00:31:39.330 --> 00:31:52.050

Lisa Schaertl: text of those ALA resolutions into our policy and in fact we really encourage all of our new trustees and even trustees have been around for a while to really read these and understand them, because as she says

283

00:31:53.040 --> 00:32:03.420

Lisa Schaertl: It's the core of what it is to be a library. A lot of these things. So what this policy now is expanded to is that we adhere to the standards of the American Library Association

284

00:32:03.930 --> 00:32:14.040

Lisa Schaertl: Which include the code of ethics, the freedom to read, the freedom to view, and library bill of rights that we, the staff and trustees distinguished between our personal convictions professional duties, etc, etc.

285

00:32:14.880 --> 00:32:36.810

Lisa Schaertl: So this is the body of those three documents in their entirety. So there's the code of ethics and we should all definitely read this and understand it and abide by. The second one is the freedom to read statement which describes what the freedom to read is and how we protect it.

286

00:32:39.810 --> 00:32:48.450

Lisa Schaertl: And it's long but it's good. And then finally, the freedom to view statement which is similar to the freedom to read statements, your ability to

287

00:32:49.740 --> 00:33:03.030

Lisa Schaertl: view things. Then there's the ALA Bill of Rights, which is self-explanatory, basic rules that guide our service. Are there any questions about any of that.

288

00:33:04.500 --> 00:33:13.140

Lisa Schaertl: Okay now its presented for first reading, so if you have any, I encourage everybody read it through and we'll move to adopt it next month.

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00:33:14.220 --> 00:33:24.210

Lisa Schaertl: We also are presenting a change to the bylaws in order to meet a new legal requirement to include somewhere in our policies.

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00:33:24.510 --> 00:33:36.270

Lisa Schaertl: Wording about Open Meetings, and we do adhere to open meetings guidelines, but it's required that we have either policy or will put it in our bylaws specifically that we adhere to them. So that's what these changes are meant to be.

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00:33:37.350 --> 00:33:50.070

Lisa Schaertl: It's adding a section and we did say that meeting times will be publicized and we're just making that a little more specific, that the notice of the time and place of each meeting will be given to the public at least one week in advance.

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00:33:50.820 --> 00:33:58.170

Lisa Schaertl: And then we're adding a whole section about what, about the fact that we do adhere to the Open Meetings law, what is Executive Session, etc.

293

00:33:58.680 --> 00:33:59.850

Lisa Schaertl: So I think that's good addition.

294

00:34:00.240 --> 00:34:06.420

Lisa Schaertl: So we'll vote on that next month. And general personnel policies, we've been discussing and

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00:34:06.900 --> 00:34:20.490

Lisa Schaertl: We do need to make a change to sick leave because New York State has passed a paid sick leave policy. Or full time employees sick leave complies with this law. We're in compliance. But our part time employees

296

00:34:21.630 --> 00:34:29.940

Lisa Schaertl: Also need to get 40 hours of paid sick leave, but I still have questions and things that are unresolved, and as you can see, there's a lot of

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00:34:30.660 --> 00:34:37.860

Lisa Schaertl: Little more discussion here then we wanted. So I think that the committee needs to take this back and do a little more refinement of it.

298

00:34:38.820 --> 00:34:47.520

Lisa Schaertl: And also run it by the employees so that they understand what the changes are and then bring it back to for probably first reading in December.

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00:34:48.150 --> 00:35:03.270

Lisa Schaertl: There is some urgency to get done because the law did go into effect. But should the situation arise, we do have to follow the law, whatever our policy says. So I think it's important that we understand what the law is really asking us to do and that

300

00:35:03.270 --> 00:35:10.650

Lisa Schaertl: We put clearly and concisely into this policy for you. So we have a little more work to do on this.

301

00:35:13.050 --> 00:35:13.440

Lisa Schaertl: All right.

302

00:35:14.940 --> 00:35:24.060

Lisa Schaertl: Are there any question. Oh, then finally pandemic policies Andrea mentioned that she was, she revised some of our pandemic policies, for example,

303

00:35:26.670 --> 00:35:41.010

Lisa Schaertl: Contact tracing and cleaning and stuff to meet some of the requests that the school made of us. And we reviewed those and we decided to defer them until we are managing to meet with a school district, because a lot of those things we're doing voluntarily.

304

00:35:42.870 --> 00:35:48.450

Lisa Schaertl: Just because, just to be agreeable until we have a chance to meet. And I'm not sure we're ready to codify them into policy

305

00:35:48.810 --> 00:35:58.320

Lisa Schaertl: just yet. So we're doing them, but I'm not sure we're ready to update the policy until we meet and discuss. And then Andrea is working again on a pandemic response plan.

306

00:35:59.160 --> 00:36:07.770

Lisa Schaertl: This came down as requirements from the state and it had to be done very, very quickly. And so we were kind of scrambling to get it done and

307

00:36:08.100 --> 00:36:19.260

Lisa Schaertl: reconcile it with the existing pandemic plans that she'd already written, and then they extended the date to April. So we have a bit of a reprieve she'll be able to look at that and

308

00:36:21.240 --> 00:36:27.780

Lisa Schaertl: Blend in some of the existing 410 section policies and come up with a good comprehensive pandemic response plan.

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00:36:29.040 --> 00:36:31.260

Lisa Schaertl: In April. So that's the process.

310

00:36:32.670 --> 00:36:34.740

Lisa Schaertl: Okay, any questions about policy.

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00:36:36.210 --> 00:36:38.940

Lisa Schaertl: Okay, Pat, do you have a report on facilities.

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00:36:39.570 --> 00:36:39.990

Patricia Ayres: Yes.

313

00:36:41.220 --> 00:36:41.550

Patricia Ayres: Oh,

314

00:36:42.390 --> 00:36:43.650

Patricia Ayres: Randy you got something.

315

00:36:44.010 --> 00:36:45.720

Randall Ott: Did we approve those policies.

316

00:36:46.380 --> 00:36:48.360

Lisa Schaertl: Oh, I'm sorry. Thank you Randy

317

00:36:48.570 --> 00:36:50.610

Randall Ott: I didn't want to interrupt, do you have in the

318

00:36:50.700 --> 00:36:51.960

Lisa Schaertl: Wait we did, yeah.

319

00:36:52.080 --> 00:36:53.580

Lisa Schaertl: I made a motion.

320

00:36:53.760 --> 00:36:54.330

Lisa Schaertl: Did I ask for a vote

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00:36:55.560 --> 00:36:55.890

Peggy: Yeah.

322

00:36:56.760 --> 00:36:57.150

Randall Ott: Okay.

323

00:36:57.240 --> 00:37:01.530

Lisa Schaertl: And then these were first reading, and that was just

324

00:37:02.010 --> 00:37:02.370

Lisa Schaertl: The

325

00:37:02.790 --> 00:37:04.620

Randall Ott: policies were just discussion about them.

326

00:37:04.890 --> 00:37:07.890

Lisa Schaertl: Okay, no, it's good. Facilities.

27

00:37:08.610 --> 00:37:12.210

Patricia Ayres: Okay, we ran the

328

00:37:13.980 --> 00:37:18.900

Patricia Ayres: Guidelines that Andrea got from the state for public libraries.

329

00:37:20.040 --> 00:37:20.610

Patricia Ayres: past.

330

00:37:22.110 --> 00:37:31.800

Patricia Ayres: the Superintendent today, and she pretty much said, well, we're not going to do community people and organizations and

331

00:37:32.280 --> 00:37:47.550

Patricia Ayres: You're going to have to take care of that yourself. So that's what's going to happen if we have to go to testing because the guidelines for schools are different from libraries. So we were hoping to coordinate that, but it's not going to happen.

332

00:37:48.090 --> 00:38:05.070

Lisa Schaertl: So just for context, we're trying to prepare for what we would do if this, if our area entered the COVID yellow zone or orange zone or red zone, and the guidance for schools is different than the guidance for public libraries and

333

00:38:06.150 --> 00:38:12.690

Lisa Schaertl: so Andrea proposed if we're in yellow, here's what the school would do and here's what we propose to do.

334

00:38:14.580 --> 00:38:21.330

Lisa Schaertl: The school, if we're going to yellow, has to do 20% testing of all their, their student body and teachers weekly

335

00:38:22.800 --> 00:38:32.640

Lisa Schaertl: But there's no requirement for a library to do that. And so we were wondering if we needed to, as a courtesy, Just say, Okay, we'll do testing as well. But my interpretation of

336

00:38:32.700 --> 00:38:37.860

Lisa Schaertl: The superintendent's responses. That doesn't sound like we need to so

337

00:38:41.070 --> 00:38:47.640

Lisa Schaertl: So we have a plan. I guess you want to, want to just adopt that plan or just give it to the board for information.

338

00:38:49.860 --> 00:38:50.730

Andrea Tillinghast: I put it in

339

00:38:52.290 --> 00:38:58.620

Andrea Tillinghast: A committee folder that says facilities for this specific meeting.

340

00:38:59.220 --> 00:39:03.180

Lisa Schaertl: Yeah, but then we've revised it a little bit. So let me pull it up.

341

00:39:03.270 --> 00:39:04.980

Andrea Tillinghast: I put the revised one in there.

342

00:39:05.970 --> 00:39:06.750

Lisa Schaertl: Just tonight.

343

00:39:08.880 --> 00:39:11.070

Andrea Tillinghast: When we got the response. Okay.

344

00:39:17.880 --> 00:39:18.780

Andrea Tillinghast: I think it's under

345

00:39:19.980 --> 00:39:23.850

Andrea Tillinghast: Meeting documents and then facilities.

346

00:39:35.820 --> 00:39:36.210

Andrea Tillinghast: Yep.

347

00:39:40.200 --> 00:39:51.930

Lisa Schaertl: So here's what we proposed. In the yellow zone, the schools can stay open with 20% weekly testing, and libraries can continue to operate as currently operating. So we say will continue to operate is currently operating

348

00:39:52.950 --> 00:39:55.740

Lisa Schaertl: Orange: closed. Schools have to close.

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00:39:56.820 --> 00:40:05.250

Lisa Schaertl: We can operate as content as currently operating, but we would cut back to one staff person and curbside only. And red: school

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00:40:05.490 --> 00:40:18.780

Lisa Schaertl: Closed and we would be allowed to operate with one person and curbside pickup but we would propose to close since the school is closed. So does anybody have any questions or discussion on that. I mean, I think those are reasonable responses.

351

00:40:21.030 --> 00:40:33.480

Randall Ott: So just clarification, is this part of the plan that was going to be required by December and now in April, or is this something separate just in preparation Andrea

352

00:40:34.860 --> 00:40:39.360

Andrea Tillinghast: This is something separate because as Ron Kirsop the director of PLS

353

00:40:39.360 --> 00:40:41.460

Patricia Ayres: Somebody is walking outside with a flashlight.

354

00:40:43.620 --> 00:40:44.040

Patricia Ayres: Sorry.

355

00:40:47.670 --> 00:41:01.470

Andrea Tillinghast: So Ron at PLS was talking with the directors about the public library response because the state did not give direct guidance on public libraries on how to operate with different partners,

356

00:41:02.430 --> 00:41:06.960

Andrea Tillinghast: So, um, that's the second column

357

00:41:08.730 --> 00:41:27.390

Andrea Tillinghast: where it says guidance for public libraries. So as soon as I heard from Ron what the guidance for public libraries was, I then compared that to the guidance being given to schools. And then I saw how the two were in conflict with one another, and given our location I needed to have some type of

358

00:41:29.310 --> 00:41:43.440

Andrea Tillinghast: You know, cooperative response in preparation for what it looks like is coming. So it was nothing that was required of us. It simply was that I wanted to try to coordinate with the school.

359

00:41:44.790 --> 00:41:52.860

Lisa Schaertl: And I suggested that if the school has to do mandatory testing in yellow that maybe they would want us to do testing as well. And so we said, let me know if you want to coordinate and they

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00:41:54.060 --> 00:41:56.460

Lisa Schaertl: The response sounds like is that

361

00:41:57.990 --> 00:42:01.440

Lisa Schaertl: That they wouldn't.

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00:42:01.860 --> 00:42:02.940

Randall Ott: That's how I interpreted it.

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00:42:03.000 --> 00:42:11.880

Lisa Schaertl: Yeah, she asked us to continue disinfecting and so yeah my interpretation of this is no, we don't have to go into testing. That we would certainly

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00:42:12.930 --> 00:42:21.900

Lisa Schaertl: Say, yep. We'll continue to sanitize and clean and wear masks and disinfect and I get, I take us as approval of our plan.

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00:42:24.030 --> 00:42:25.020

Randall Ott: Oh, yeah. But would you like

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00:42:26.670 --> 00:42:34.380

Randall Ott: Would it be better for us to approve it. So Andrea has got confidence, if we do get to one of these zones that she can just implement it without

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00:42:37.290 --> 00:42:40.800

Randall Ott: having to meet or something. Is that what you're thinking, Lisa.

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00:42:42.540 --> 00:42:43.470

Randall Ott: That we had adopt it.

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00:42:44.730 --> 00:42:49.950

Lisa Schaertl: I wasn't. But if you would like to that would not be a bad idea, Andrea do you need, do you think you'd like that.

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00:42:50.400 --> 00:42:52.470

Andrea Tillinghast: It certainly couldn't hurt.

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00:42:52.800 --> 00:43:00.240

Andrea Tillinghast: I do want to have it hosted on the website because when the initial COVID cases were

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00:43:01.560 --> 00:43:14.820

Andrea Tillinghast: At the school here. We did get a couple of calls. what are you doing, you're in the school. We had a couple calls that very Monday when we returned, I guess it was last Monday.

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00:43:16.290 --> 00:43:19.710

Andrea Tillinghast: So I sent out in the e newsletter. This week saying

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00:43:21.090 --> 00:43:26.430

Andrea Tillinghast: We are planning a response to the different colored zone. Should we need to

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00:43:30.720 --> 00:43:44.160

Andrea Tillinghast: You know, to work in in that environment and so sort of directing people to continue to look at our website. Continue to check Facebook to see what our response will be if we go in these micro clusters zones.

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00:43:44.730 --> 00:43:57.720

Andrea Tillinghast: So it sort it came out of the conflict between the guidance for the two organizations and then taking questions of what were we planning to do,

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00:43:58.800 --> 00:44:04.680

Lisa Schaertl: So I think that maybe the Minutes can just show that the board reviewed and discussed the directors proposed.

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00:44:05.730 --> 00:44:09.090

Lisa Schaertl: Response to yellow orange and red.

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00:44:10.170 --> 00:44:16.800

Lisa Schaertl: Zones for COVID and that we agree with the plans and that they will be posted on the public website.

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00:44:18.930 --> 00:44:19.230

Andrea Tillinghast: Thank you.

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00:44:25.980 --> 00:44:27.930

Lisa Schaertl: Okay personnel.

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00:44:30.180 --> 00:44:32.490

Lisa Schaertl: Kim. I haven't had a chance to you and talk to you about personnel.

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00:44:33.030 --> 00:44:35.340

Kim Sutter: It's been a very busy for a week, so

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00:44:36.510 --> 00:44:48.570

Lisa Schaertl: So, Kim has been trying hard to join in and eventually lead the Personnel Committee. But meanwhile, there's a lot of personnel stuff that needed to be done during, a very, very busy time so
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00:44:49.500 --> 00:44:52.170

Lisa Schaertl: I'll just mention what we've been doing
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00:44:52.710 --> 00:45:02.280

Lisa Schaertl: The work that was provided that is being provided by the independent HR consultant Maynard HR regarding personnel issues between the school district staff and the community library is ongoing
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00:45:02.670 --> 00:45:12.330

Lisa Schaertl: And I expect a report with her recommendations, the week of November 16, this week, and the Personnel Committee is going to review them and
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00:45:12.930 --> 00:45:16.350

Lisa Schaertl: Report back to the board the findings and the recommendations.
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00:45:17.010 --> 00:45:32.820

Lisa Schaertl: If it's necessary that we need to act on the recommendations before our December meeting, and it might be. I might ask for the board to convene for a short special meeting just to discuss that particular topic. So I'll let you know.
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390

00:45:34.230 --> 00:45:35.040

Lisa Schaertl: Any questions.

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00:45:36.180 --> 00:45:37.500

Peggy: No. Okay.

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00:45:38.640 --> 00:45:41.160

Lisa Schaertl: Long Range Planning, Peggy. We deferred to February.

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00:45:41.700 --> 00:45:44.160

Lisa Schaertl: Yeah, anything for nominations

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00:45:45.870 --> 00:45:46.170

Lisa Schaertl: Okay.

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00:45:47.520 --> 00:45:55.680

Lisa Schaertl: The ad hoc committee on data security and privacy. This work has concluded the but the school district did come back and ask us for a small revision.

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00:45:56.100 --> 00:46:07.290

Lisa Schaertl: To align to the language of their lease agreement and I posted that on drive. We reviewed it with the ad hoc committee and didn't have any problem with that. So I signed the new document.

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00:46:08.580 --> 00:46:09.450

Lisa Schaertl: Any question on that.

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00:46:11.100 --> 00:46:11.310

Lisa Schaertl: Okay.

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00:46:12.870 --> 00:46:17.130

Lisa Schaertl: So finally, the required annual sexual harassment training.

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00:46:21.150 --> 00:46:28.560

Lisa Schaertl: Jill and Kim. Had you had a chance to review the videos that we sent out that would constitute your sexual harassment training.

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00:46:30.060 --> 00:46:36.300

Jill Persson: No not yet

Kim Sutter: Yes

Lisa Schaertl: okay so Kim has. Kim, do you have any questions or discussions about the training that you've received

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00:46:37.080 --> 00:46:43.980

Kim Sutter: No, it's pretty similar to what we go through for teacher training every spring, or every fall. So pretty much the same.

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00:46:44.520 --> 00:46:55.110

Lisa Schaertl: Very good, thank you. So, the minutes should note that Kim Sutter received the sexual harassment prevention training by viewing the training videos provided by New York State, followed by an opportunity to interactively asked questions and provide feedback.

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00:46:55.890 --> 00:47:02.610

Lisa Schaertl: And we have to keep this on our agenda for next month for Neng and Jill and Chris. So we'll get there.

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00:47:04.260 --> 00:47:08.130

Lisa Schaertl: All right, is there any new business. I don't have any new business. Does anyone have anything

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00:47:12.720 --> 00:47:16.770

Lisa Schaertl: All right. Wow, that is, we're at the end of the agenda. Is there anything that we missed

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00:47:18.030 --> 00:47:18.780

Randall Ott: Very efficient.

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00:47:19.320 --> 00:47:19.920

Kim Sutter: Very good.

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00:47:20.130 --> 00:47:20.850

Lisa Schaertl: How about that.

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00:47:22.020 --> 00:47:26.850

Lisa Schaertl: Alright, given that then, I'll call the meeting adjourned at 7:49

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00:47:27.330 --> 00:47:29.580

Lisa Schaertl: And I want to stop the recording.

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00:47:32.250 --> 00:47:32.880

Lisa Schaertl: I think

413

00:47:35.040 --> 00:47:35.970

Lisa Schaertl: Stop recording