

TRANSCRIPT OF THE DEC. 21, 2020 MEETING OF THE BOARD OF TRUSTEES OF THE RED JACKET  
COMMUNITY LIBRARY

1

00:00:02.280 --> 00:00:05.609

Lisa Schaertl: We are recording. I call the meeting to order at seven o'clock.

2

00:00:06.930 --> 00:00:16.529

Lisa Schaertl: This meeting is taking place remotely via video conference in accordance with governor's executive order 202.79 extending emergency adjustments to open meetings law.

3

00:00:16.830 --> 00:00:21.300

Lisa Schaertl: In response to the COVID-19- 19 pandemic. The public has the ability to view or listen

4

00:00:22.050 --> 00:00:34.800

Lisa Schaertl: to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website, in addition to the minutes. Secretary, please do roll call.

5

00:00:36.180 --> 00:00:56.970

Peggy: Okay quorum is present; we have trustees Pat Ayres, Randall Ott, Jill Persson, Lisa Schaertl, Chris Spencer, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; absent: Trustees Neng Marquez, Dustine Mott

6

00:00:59.790 --> 00:01:01.200

Lisa Schaertl: Okay, thank you. Um,

7

00:01:02.550 --> 00:01:05.040

Lisa Schaertl: Are there any questions or additions to the agenda.

8

00:01:08.580 --> 00:01:12.570

Lisa Schaertl: Are there any public or staff comments and announcements.

9

00:01:14.850 --> 00:01:20.760

Lisa Schaertl: Now, so can we have approval of the minutes from our last meeting.

10

00:01:22.500 --> 00:01:24.510

Jill Persson: I'll make the motion to approve the minutes.

11

00:01:25.440 --> 00:01:30.030

Lisa Schaertl: We have a motion from Jill Persson to approve the minutes from the November 16 board meeting, is there any discussion.

12

00:01:33.690 --> 00:01:34.410

Lisa Schaertl: All in favor.

13

00:01:35.040 --> 00:01:35.820

Kim Sutter: et. al.: Aye.

14

00:01:37.200 --> 00:01:38.130

Lisa Schaertl: Are there any Nays

15

00:01:39.870 --> 00:01:41.130

Lisa Schaertl: Hearing none. The motion carries.

16

00:01:42.480 --> 00:01:47.310

Lisa Schaertl: Next, we have financial reports and approval of expenditures. We have the claims reviewer.

17

00:01:48.540 --> 00:01:49.080

Lisa Schaertl: Report.

18

00:01:50.850 --> 00:01:51.720

Randall Ott: Yep. We've got

19

00:01:53.070 --> 00:01:53.970

Randall Ott: Pretty simple.

20

00:01:54.990 --> 00:01:57.600

Randall Ott: Straightforward claims report tonight.

21

00:01:58.680 --> 00:02:03.000

Randal Ott: Debit payments \$506.86.

22

00:02:04.080 --> 00:02:05.340

Randall Ott: And we have

23

00:02:06.570 --> 00:02:12.210

Randal Ott: unpaid bills \$713.44.24

00:02:13.770 --> 00:02:14.220

That's it.

25

00:02:16.710 --> 00:02:18.330

Lisa Schaertl: Any questions about the report.

26

00:02:20.700 --> 00:02:26.040

Lisa Schaertl: Alright, so, then we'll move on to the claims audit and approval of payments, um,

27

00:02:27.180 --> 00:02:27.870

Let's see.

28

00:02:33.540 --> 00:02:34.380

Lisa Schaertl: So the

29

00:02:36.300 --> 00:02:40.680

Lisa Schaertl: unpaid bills are listed here along with the payments made prior to board approval.

30

00:02:41.850 --> 00:02:49.350

Lisa Schaertl: Any questions about what these checks of unpaid bills are for? Baker and Taylor is a provider of books, demco is, what is that for Andrea?

31

00:02:50.280 --> 00:02:51.090

Andrea Tillinghast: Library supplies.

32

00:02:51.480 --> 00:03:01.980

Lisa Schaertl: Lions Club dues, we voted as a board to pay for Andrea's Lions Club dues because we expect her to be active in our community and the pioneer library system.

33

00:03:03.210 --> 00:03:04.050

Andrea Tillinghast: That's the EAP.

34

00:03:05.280 --> 00:03:10.320

Lisa Schaertl: The EAP we subscribe to the employee assistance program there is that that's an annual right?

35

00:03:10.860 --> 00:03:29.250

Lisa Schaertl: Right. Yeah. And then a prior to approval USPS Amazon and the American Library Association membership were paid prior to board approval. So normally we would pass the sheet around and have everybody sign it. But since we're not meeting in person will do a roll call vote. The

36

00:03:30.720 --> 00:03:51.240

Lisa Schaertl: Unpaid claims total \$713.44 and the payments made prior to board approval total \$506.86. So, I will move to approve unpaid claims totaling \$713.44 and payments made prior to board approval, including debit card payments totaling \$506.86.

37

00:03:52.290 --> 00:03:53.130

Lisa Schaertl: Is there any discussion?

38

00:03:56.010 --> 00:03:58.140

Lisa Schaertl: Okay, can we have a roll call vote, please.

39

00:03:59.070 --> 00:03:59.550

Peggy: Okay.

40

00:04:00.570 --> 00:04:02.910

Peggy: For the trustees Pat Ayres

41

00:04:03.240 --> 00:04:04.890

Patricia Ayres: Aye

42

00:04:06.090 --> 00:04:07.110

Peggy: Randall Ott

43

00:04:07.740 --> 00:04:08.130

Randall Ott: Aye

44

00:04:09.870 --> 00:04:10.860

Peggy: Jill Persson,

Jill Persson: Aye

45

00:04:11.520 --> 00:04:13.440

Peggy: Lisa Schaertl

46

00:04:13.950 --> 00:04:14.220

Lisa Schaertl Aye

47

00:04:15.450 --> 00:04:16.380

Peggy: Chris Spencer?

Chris: Aye

48

00:04:16.950 --> 00:04:18.930

Peggy: Kim Sutter?

Kim: Aye

49

00:04:19.890 --> 00:04:29.850

Peggy: Peggy Sutton would be aye, and we are going to have a nay from Neng Marquez and Dustine Mullen because they're absent.

50

00:04:33.750 --> 00:04:35.760

Lisa Schaertl: Treasurer's Report. Jan what would you like me to open?

51

00:04:37.050 --> 00:04:39.060

Jan Boor: The budget verses actual

52

00:04:40.380 --> 00:04:40.680

Lisa Schaertl: So,

53

00:04:42.060 --> 00:04:43.560

Jan Boor: that's easiest one to look at

54

00:04:51.660 --> 00:04:53.730

Lisa Schaertl: I guess that's as much as I can zoom in for you.

55

00:04:58.650 --> 00:04:59.970

Jan Boor: No, I don't see it.

56

00:05:00.600 --> 00:05:03.900

Jill Persson: Lisa are you sharing your screen?

57

00:05:04.680 --> 00:05:05.520

Lisa Schaertl: That would help.

58

00:05:12.810 --> 00:05:14.490

Lisa Schaertl: Yeah, I thought I was sharing the screen all along.

59

00:05:14.520 --> 00:05:15.090

Jill Persson: There you go.

60

00:05:17.250 --> 00:05:17.730

Patricia Ayres: You got it.

61

00:05:17.910 --> 00:05:18.570

Jan Boor: Now, I see it.

62

00:05:19.920 --> 00:05:20.460

Lisa Schaertl: Excellent.

63

00:05:20.820 --> 00:05:22.650

Jan Boor: I thought I had my settings wrong

64

00:05:24.150 --> 00:05:24.840

Lisa Schaertl: Like

65

00:05:28.830 --> 00:05:29.190

Lisa Schaertl: Okay.

66

00:05:32.430 --> 00:05:39.990

Jan Boor: Okay, so we've got July through November there we've got five months. We're almost halfway through the fiscal year.

67

00:05:43.410 --> 00:05:46.560

Jan Boor: Everything, everything looks pretty much on target.

68

00:05:49.140 --> 00:05:58.230

Jan Boor: Income seems to be up a little bit, which is nice to see. the PPE expenses seem to have slowed down. So that's a good thing too

69

00:05:59.970 --> 00:06:01.140

Jan Boor: Hopefully we won't have any

70

00:06:02.340 --> 00:06:04.410

Jan Boor: More major expenses on that end.

71

00:06:05.280 --> 00:06:06.240

Andrea Tillinghast: don't anticipate it.

72

00:06:07.650 --> 00:06:11.100

Jan Boor: No, I think you've got, you know, everything in place that you need.

73

00:06:12.690 --> 00:06:14.460

Jan Boor: Now it should just be minor stuff.

74

00:06:15.480 --> 00:06:16.110

Jan Boor: Um,

75

00:06:17.790 --> 00:06:20.850

Jan Boor: Other than that, everything. I don't think there was anything

76

00:06:22.320 --> 00:06:24.960

Jan Boor: This looking like really like not out of whack for anything.

77

00:06:27.330 --> 00:06:29.250

Jan Boor: Anybody have questions on any of it?

78

00:06:39.120 --> 00:06:44.580

Lisa Schaertl: Okay, no question. Are there any other reports that you would like that we should look at?

79

00:06:45.900 --> 00:06:56.910

Jan Boor: Only if you want to look at them. I mean, the bank recs are there. I don't think anybody really needs to look at them. Um, everything's

80

00:06:57.960 --> 00:06:59.580

Jan Boor: Everything's reconciled and

81

00:07:01.230 --> 00:07:04.680

Jan Boor: We don't have anything. We don't have any like weird stuff hanging out there anymore.

82

00:07:06.930 --> 00:07:09.690

Andrea Tillinghast: There's just not a lot of expenditures right now.

83

00:07:09.780 --> 00:07:12.660

Jan Boor: There really aren't. There's not a lot going on.

84

00:07:15.480 --> 00:07:15.960

Lisa Schaertl: Okay.

85

00:07:18.450 --> 00:07:20.130

Lisa Schaertl: That'll be it for the treasurers report

86

00:07:20.760 --> 00:07:21.330

Jan Boor: Remember there was

87

00:07:21.390 --> 00:07:25.950

Jan Boor: One other thing I was going to tell you. But now, of course, I'm drawing a blank. If I remember. I'll tell you later.

88

00:07:26.460 --> 00:07:28.440

Lisa Schaertl: Yeah, we'll put it under new business or something. Okay.

89

00:07:28.560 --> 00:07:30.600

Lisa Schaertl: Okay. All right.

90

00:07:34.980 --> 00:07:39.030

Lisa Schaertl: We'll go on to directors' reports, then. what would you like to do first Andrea?

91

00:07:39.840 --> 00:07:41.580

Andrea Tillinghast: Let's just look at the directors' report.

92

00:07:45.750 --> 00:07:46.110

Lisa Schaertl: Okay.

93

00:07:47.490 --> 00:07:53.220

Andrea Tillinghast: So, um, again, I won't go through every single item. I'll just sort of hit some highlights

94

00:07:53.790 --> 00:08:07.080

Andrea Tillinghast: Christine and I have sat down and planned our summer reading program three versions of it. One version is 100% virtual, one in person and one a hybrid version so

95

00:08:07.920 --> 00:08:18.060

Andrea Tillinghast: We've got a plan in place. This is usually around the time we start planning it because if we were going to book any performers, we'd need to have them come

96

00:08:18.660 --> 00:08:28.650

Andrea Tillinghast: We need to book them now, in order to be able to get the ones we want. But so, nevertheless, we do have a plan. We're ready to implement whatever version comes along.

97

00:08:30.690 --> 00:08:40.530

Andrea Tillinghast: And then Christine and I did sit down and sort of do a needs assessment. I'm calling it a needs assessment for continued virtual programming. So

98

00:08:42.030 --> 00:08:50.070

Andrea Tillinghast: I did order some more equipment for that. That would help her out with her virtual programs that she's doing so.

99

00:08:51.540 --> 00:08:52.680

Andrea Tillinghast: I'll talk about that again.

100

00:08:54.930 --> 00:08:56.940

Andrea Tillinghast: I did go to

101

00:08:58.350 --> 00:09:06.030

Andrea Tillinghast: A virtual workshop on New York paid sick leave because we will be talking about that in one of the policies coming up this evening.

102

00:09:08.280 --> 00:09:20.970

Andrea Tillinghast: Mary Zingerella in the friends worked out a way to be able to give the staff something for the holidays, because they usually will go out to lunch or something and the friends pick it up, but they

103

00:09:22.950 --> 00:09:28.860

Andrea Tillinghast: They got us each trays of cookies from the new bakery in Manchester.

104

00:09:29.910 --> 00:09:36.090

Andrea Tillinghast: So, they're all wrapped separately. So that was good. We were able to work that out.

105

00:09:38.130 --> 00:09:50.160

Andrea Tillinghast: Now we haven't decided on the cleaning service, but I did meet with the one cleaning service. I'm going to recommend we meet again, and she revised the quote to lower it a bit.

106

00:09:51.660 --> 00:09:53.550

Andrea Tillinghast: Because I just told her that was too much.

107

00:09:55.260 --> 00:09:57.600

Andrea Tillinghast: Kathleen and I have been working on.

108

00:09:58.860 --> 00:10:08.700

Andrea Tillinghast: Sort of revitalizing and weeding out the local history section, deciding what we could maybe put into the general collection, maybe some things in there don't even belong. So

109

00:10:09.780 --> 00:10:10.950

Andrea Tillinghast: We're working on that.

110

00:10:15.390 --> 00:10:27.180

Andrea Tillinghast: I did I was able to email back and forth with Kathy Liebenritt trying to work on some of the issues revolving billing for public patrons and billing for things that we own

111

00:10:28.530 --> 00:10:37.230

Andrea Tillinghast: And vice versa, you know, billing for school patrons. So, I think we've got that worked out. Now with the reports

112

00:10:39.660 --> 00:10:59.280

Andrea Tillinghast: Like I said, I did order the additional equipment that we would need for virtual programming and in turn, I applied for the Cares Act funding. Now the Cares Act funding will cover anything that your library has done to protect against COVID to continue programming during COVID

113

00:11:00.630 --> 00:11:19.350

Andrea Tillinghast: You know, cleaning supplies and also technology. So, I did order a staff laptop to replace the one that we had stolen because Christine's working with one, but the one she's working on is really old doesn't have its own webcam.

114

00:11:21.090 --> 00:11:25.860

Andrea Tillinghast: Just, I don't think the software out there is good enough for virtual programming.

115

00:11:27.600 --> 00:11:36.540

Andrea Tillinghast: So, I did order that, but we should be able to get reimbursed through the Cares Act funding. I already applied for that and

116

00:11:39.000 --> 00:11:48.510

Andrea Tillinghast: I, they could not say whether or not the funding for the cleaning service would be covered. So, I did apply to be reimbursed for the cleaner we had the summer.

117

00:11:48.990 --> 00:12:05.640

Andrea Tillinghast: And for the cleaning services that we maybe anticipate because this funding you can apply for things that you're going to spend through June 30 so all in all we applied for just over \$15,000

118

00:12:06.720 --> 00:12:09.330

Andrea Tillinghast: For Cares Act funding, we should find out

119

00:12:10.410 --> 00:12:17.490

Andrea Tillinghast: mid-January, whether we got that funding or partial funding. So that'll be good for us.

120

00:12:17.970 --> 00:12:19.230

Lisa Schaertl: Thank you for doing that.

121

00:12:19.230 --> 00:12:19.620

Patricia Ayres: That was great, yes.

122

00:12:23.340 --> 00:12:32.040

Andrea Tillinghast: I did apply and are preparing initial draft of our budget. Usually, we start talking about it in January. This is the

123

00:12:33.840 --> 00:12:46.320

Andrea Tillinghast: Budget, so I'm really, I'm looking at a 2% increase. If you want to look at the details of any of that it is located in the committee, the budget committee folder right now.

124

00:12:48.960 --> 00:13:02.820

Andrea Tillinghast: So of course, it's not finalized just a preliminary like initial draft that I put together. So, I was able to get the new estimates for different insurances for Paychex, for health insurance.

125

00:13:04.110 --> 00:13:05.970

Andrea Tillinghast: Or our payroll services, what I mean.

126

00:13:08.010 --> 00:13:11.460

Andrea Tillinghast: So that's up there for you. If you want to look at that.

127

00:13:12.660 --> 00:13:17.790

Patricia Ayres: Did you say decrease 2% or increase?

128

00:13:18.600 --> 00:13:19.680

Andrea Tillinghast: A tax levy increase of 2%

129

00:13:19.770 --> 00:13:22.140

Patricia Ayres: 2%. Thank you.

130

00:13:22.530 --> 00:13:35.190

Andrea Tillinghast: Now, we don't have to do that. We don't have to go for a vote, but we could you know that the downside of not going for a vote is the next time you go for a vote is likely you'll have to go for twice as much

131

00:13:35.940 --> 00:13:36.690

Patricia Ayres: Right, so

132

00:13:37.050 --> 00:13:42.720

Andrea Tillinghast: But we can do it either way. I just put that one out there and we'll talk it through and committee and bring it before the trustees

133

00:13:42.720 --> 00:13:45.420

Patricia Ayres: Trustee I just didn't hear what you said.

134

00:13:45.720 --> 00:13:46.260

Andrea Tillinghast: Okay.

135

00:13:46.530 --> 00:13:49.560

Patricia Ayres: I just heard the crease part but not the in or the de.

136

00:13:50.160 --> 00:13:51.450

Andrea Tillinghast: So, 2% increase

137

00:13:51.870 --> 00:13:52.260

Patricia Ayres: Okay.

138

00:13:53.730 --> 00:14:01.350

Andrea Tillinghast: Um, other than that, really, I have asked the BOCES, the Director of BOCES

139

00:14:03.060 --> 00:14:06.030

Andrea Tillinghast: Kathleen Hamill, Catherine Hamill, Kate Hamill?

140

00:14:07.980 --> 00:14:17.700

Andrea Tillinghast: For the statistics that we need for the New York State annual report, the Department of Education report that will be coming out say mid-January and be due mid-February.

141

00:14:19.500 --> 00:14:20.970

Andrea Tillinghast: So, I've got that in the works.

142

00:14:22.110 --> 00:14:25.290

Andrea Tillinghast: That is really the extent of what's going on over here.

143

00:14:27.090 --> 00:14:32.610

Andrea Tillinghast: I did talk about the new sign and the new awning. So, the new awning was just put up

144

00:14:33.870 --> 00:14:41.460

Andrea Tillinghast: Sometime between Saturday afternoon and when we came to work. I was here about 315 through 320

145

00:14:43.380 --> 00:14:51.870

Andrea Tillinghast: Yeah, so I posted the picture on Facebook and shared it on red jacket common and people are liking it, and asking questions. So

146

00:14:53.070 --> 00:14:55.620

Andrea Tillinghast: You know, people will see we're still

147

00:14:57.030 --> 00:15:07.050

Andrea Tillinghast: Here, although some of the other libraries have decided to go virtual hundred percent virtual, Macedon and Walworth are the ones that are closest to us that have done that.

148

00:15:07.470 --> 00:15:22.230

Andrea Tillinghast: Attica and there's one other one I can't recall, but so some of the libraries are already doing that because of what's occurring in their communities. And I think the ones that have closed so far what I've noticed the

149

00:15:24.090 --> 00:15:32.010

Andrea Tillinghast: commonality amongst all of those is that they are all seem to be located in town hall complexes

150

00:15:33.360 --> 00:15:34.500

Andrea Tillinghast: I don't know if that's

151

00:15:36.510 --> 00:15:43.380

Andrea Tillinghast: You know, I just noticed that the ones that have closed now only offering virtual all seem to be municipal libraries located in town complex

152

00:15:45.270 --> 00:15:47.760

Lisa Schaertl: How many people do you get coming in a day.

153

00:15:48.750 --> 00:15:50.310

Andrea Tillinghast: If we probably have

154

00:15:52.200 --> 00:15:53.760

Andrea Tillinghast: Five or six who

155

00:15:53.820 --> 00:15:55.320

Lisa Schaertl: Want to come in and look

156

00:15:55.350 --> 00:16:04.470

Andrea Tillinghast: Want to come in and browse or make copies printed for them, you know, like eBay shipping labels and stuff.

157

00:16:05.760 --> 00:16:07.290

Andrea Tillinghast: Or they want to use the computer.

158

00:16:08.760 --> 00:16:14.460

Andrea Tillinghast: And then that doesn't include the people that are coming for curbside we probably get maybe

159

00:16:16.620 --> 00:16:29.640

Andrea Tillinghast: Maybe four to eight curbside pickup a day. And then maybe five appointments for people coming in. So, it is what I'm seeing at other libraries.

160

00:16:31.290 --> 00:16:33.030

Andrea Tillinghast: If we look at the statistics.

161

00:16:34.200 --> 00:16:41.280

Andrea Tillinghast: You can pull those up or not, the month of November we had 387 checkouts.

162

00:16:44.790 --> 00:16:48.780

Andrea Tillinghast: Try the either of these circulation ones will be fine.

163

00:16:57.600 --> 00:17:02.160

Andrea Tillinghast: So, 387 total circs for the month of November.

164

00:17:03.840 --> 00:17:06.810

Andrea Tillinghast: That's significantly lower than we would normally

165

00:17:09.300 --> 00:17:13.170

Andrea Tillinghast: Circulate we could do around 2000 a month.

166

00:17:14.220 --> 00:17:28.050

Andrea Tillinghast: You know 2000 3000 a month. So, but I went to a workshop last week. And it was a IMLS Institute for Museum and Library Services, and it was a nationwide workshop, and it was about

167

00:17:29.340 --> 00:17:36.960

Andrea Tillinghast: The latest research about COVID and how to utilize the information in your library or museum the course of that

168

00:17:38.610 --> 00:17:48.660

Andrea Tillinghast: workshop I was told that it's between 15 to 30% usage and patronage of public libraries is what they're seeing

169

00:17:49.890 --> 00:17:53.430

Lisa Schaertl: So, seeing 15% of the normal usage.

170

00:17:53.520 --> 00:18:01.230

Andrea Tillinghast: Of the normal usage. Yes, between 15 and 35% 15 and 35% right

171

00:18:03.060 --> 00:18:03.780

Andrea Tillinghast: So,

172

00:18:05.520 --> 00:18:08.910

Andrea Tillinghast: You know, we're in that category, along with most other people

173

00:18:10.860 --> 00:18:16.380

Andrea Tillinghast: Let's hope this doesn't go on forever. That's really the only consolation there with the vaccines, but

174

00:18:19.350 --> 00:18:24.960

Lisa Schaertl: Have you had any feedback on OWWL to Go or the curbside pickup or any feedback?

175

00:18:26.520 --> 00:18:31.680

Andrea Tillinghast: Oh, people that use curbside pickup love it and the people that do come into us.

176

00:18:32.550 --> 00:18:49.950

Andrea Tillinghast: Because they don't have Internet at home or they don't have a computer at home or people will come into use the computers because they don't have a printer at home and they need to print shipping labels or whatever else it may be Christmas lists right now, I think, and

177

00:18:51.090 --> 00:18:51.750

Andrea Tillinghast: So,

178

00:18:53.010 --> 00:19:09.870

Andrea Tillinghast: People that are using it are extremely appreciative or the people Christine's got some make and take craft kits and the people that are borrowing those the Christmas one so far 15 different people have picked them up. So sometimes it's the family taking three or four

179

00:19:11.040 --> 00:19:19.620

Andrea Tillinghast: Make and take craft kits, or, you know, maybe it's just an individual so 15 of those have gotten out so far, which is good.

180

00:19:21.420 --> 00:19:24.780

Andrea Tillinghast: Well, not gone out, you know, people have picked them up so they could do the craft at home.

181

00:19:27.570 --> 00:19:33.600

Andrea Tillinghast: And they see people are posting pictures of the stuff that they've made, sending the pictures to Christine, so that's nice.

182

00:19:35.730 --> 00:19:36.540

Andrea Tillinghast: And

183

00:19:38.880 --> 00:19:44.250

Andrea Tillinghast: You know, people are grateful for the curbside pickup people that come in and pick up the four or five books a week.

184

00:19:45.510 --> 00:19:47.430

Andrea Tillinghast: There are hardcore readers.

185

00:19:49.170 --> 00:19:53.910

Lisa Schaertl: Okay, good. Um. Any questions for Andrea on the directors' report?

186

00:19:58.980 --> 00:20:01.890

Lisa Schaertl: Thank you, um, we'll move on to finance an audit them.

187

00:20:05.040 --> 00:20:06.030

Randall Ott: So, we met in

188

00:20:07.110 --> 00:20:08.790

Randall Ott: Finance Committee met in

189

00:20:09.960 --> 00:20:18.540

Randall Ott: November and we continue discussing a new policy which we have not had in the past, which is investment.

190

00:20:19.560 --> 00:20:26.970

Randall Ott: But we're going to put that on hold for a couple of months to deal with a budget and so as Andrea said she's got a draft and so she'll

191

00:20:27.780 --> 00:20:39.570

Randall Ott: Be primarily presenting that to the committee in our January meeting and then we will be able to ask questions or have input and see, see where that takes us

192

00:20:42.570 --> 00:20:46.830

Randall Ott: So that's, that's where we're moving, moving into budget season for the next couple of months.

193

00:20:50.310 --> 00:20:53.400

Lisa Schaertl: And you have a policy that that you're going to recommend for board approval tonight

194

00:20:53.490 --> 00:20:59.100

Randall Ott: Oh, a procurement policy we presented at the last

195

00:21:00.240 --> 00:21:20.460

Randall Ott: Board meeting. The only comment we received is a formatting issue. There was no changes to what we recommended at the last committee meeting. So, we're presenting this document unchanged from the last reading for board approval. It has to be by state law.

196

00:21:21.600 --> 00:21:23.250

Randall Ott: Annually evaluated.

197

00:21:24.840 --> 00:21:25.560

Lisa Schaertl: And reviewed.

198

00:21:27.030 --> 00:21:28.710

Lisa Schaertl: So, I've presented a

199

00:21:30.210 --> 00:21:32.520

Lisa Schaertl: Recommended motion.

200

00:21:34.950 --> 00:21:35.400

Lisa Schaertl: Here.

201

00:21:37.980 --> 00:21:38.760

Peggy: I'll approve it.

202

00:21:40.080 --> 00:21:51.600

Lisa Schaertl: So, we have a motion from Peggy, whereas the board has completed its Annual Review of the library's procurement policy as required by law, therefore, be it resolved on motion by Peggy Sutton to approve the revised.

203

00:21:53.010 --> 00:21:57.300

Lisa Schaertl: 500-4 procurement policy, is there any discussion?

204

00:22:00.600 --> 00:22:01.560

Lisa Schaertl: Okay. All in favor.

205

00:22:02.280 --> 00:22:02.670

Aye.

206

00:22:04.770 --> 00:22:05.400

Lisa Schaertl: Any opposed.

207

00:22:07.410 --> 00:22:12.300

Lisa Schaertl: Okay. Hearing none, will call that motion approved and move on to policy.

208

00:22:15.630 --> 00:22:20.370

Lisa Schaertl: The policy report is in the folder, I'll pull it up quick

.209

00:22:25.560 --> 00:22:36.420

Lisa Schaertl: So, wow, we did a lot of policies. Those that we approved in November, have been uploaded and policies that we presented for first reading were reviewed.

210

00:22:36.840 --> 00:22:48.600

Lisa Schaertl: With no comments received. We're going to present the following for approval tonight. The 100-01 ALA standards and the 200-01 Bylaws, adding specific wording re open meetings.

211

00:22:49.440 --> 00:22:58.440

Lisa Schaertl: We also. The committee also talked quite a bit about the New York State paid leave and how that impacts our general personnel policy and

212

00:23:02.400 --> 00:23:07.590

Lisa Schaertl: We recommend that, for full time employees, our policy's already compliant and we leave it as, as is.

213

00:23:09.210 --> 00:23:15.750

Lisa Schaertl: We offer 70 hours of paid sick leave, approximately two weeks of work. We don't offer part time employees any

214

00:23:16.200 --> 00:23:28.980

Lisa Schaertl: sick time and to be compliant with the law, we would have to add 40 hours of paid sick leave. However, we as a committee did research and we're not convinced that this law applies to us.

215

00:23:30.420 --> 00:23:42.180

Lisa Schaertl: Pioneer library system isn't committing to whether it does or doesn't. So, since it's a fairly inexpensive benefit to offer the committee is going to recommend that we offer our part time staff.

216

00:23:42.570 --> 00:23:57.720

Lisa Schaertl: 35 hours of paid sick leave, which would be equivalent to two weeks of work which is fair, and comensurate with our full-time employees versus the 40 hours that the law would require, If we do

217

00:23:58.920 --> 00:24:08.910

Lisa Schaertl: Have to comply with the law, the law would supersede any of our policies. So, our policy will be 35 and if someone came in and said, no, you have to go by the law. And that's what we have to do.

218

00:24:11.190 --> 00:24:17.490

Lisa Schaertl: So, in the event that it would be challenged that 35 is not enough, we would have to consult the law in and see if we have clarification.

219

00:24:18.240 --> 00:24:27.480

Lisa Schaertl: So, we already allow full time employees to carry over half of the earned sick leave in a year into the following year. So, we propose that the part time employees can do the same, half of their leave would be seven and a half hours.

220

00:24:28.020 --> 00:24:33.240

Lisa Schaertl: And then probably one of the biggest changes we propose to grant all employees their sick leave on January 1

221

00:24:33.390 --> 00:24:44.640

Lisa Schaertl: So, you get all 70 hours granted to you on January 1. If you get sick January 3 you can start taking sick days. You don't have to wait until you've accrued sick days to take sick days.

222

00:24:45.390 --> 00:24:54.720

Lisa Schaertl: The risk to ask is that someone could use all of their sick leave and then quit and we'd be out that money without them having worked for it, but it's

223

00:24:55.590 --> 00:25:06.930

Lisa Schaertl: Much more humane to just grant it up front. So that's what we're going to recommend. And then we're still working on the pandemic response plan and we have a plan for the next documents so

224

00:25:08.760 --> 00:25:10.680

Lisa Schaertl: What we're asking you to

225

00:25:13.650 --> 00:25:15.570

Lisa Schaertl: Move on tonight is

226

00:25:16.860 --> 00:25:23.070

Lisa Schaertl: The revised 100-1 ALA standards and ethics policy that's been on the drive for a while. I didn't see any comments.

227

00:25:24.270 --> 00:25:38.130

Lisa Schaertl: It's basically we've always said that we would comply with the ALA standards and ethics, but in this revision, we're adding that wording right into our policy versus just referring to it out elsewhere on the internet. But anyway, let me show that document.

228

00:25:41.640 --> 00:25:41.910

Lisa Schaertl: Okay.

229

00:25:43.140 --> 00:25:44.730

Lisa Schaertl: Do we have a motion?

230

00:25:46.470 --> 00:25:46.950

Randall Ott: I'll make that motion

231

00:25:47.790 --> 00:25:48.120

Patricia Ayres: Ok

232

00:25:48.480 --> 00:25:49.170

Patricia Ayres: So moved

233

00:25:49.320 --> 00:25:52.020

Lisa Schaertl: Ready everybody's racing to make the

234

00:25:54.120 --> 00:25:55.260

Lisa Schaertl: motion

235

00:25:55.410 --> 00:25:55.590

Peggy: ok

236

00:25:55.920 --> 00:26:02.700

Lisa Schaertl: We have a motion from Randy Ott to adopt the revised 100-1 ALA standards and ethics policy, any discussion. No. All in favor?

237

00:26:03.060 --> 00:26:04.680

Patricia Ayres et. al: Aye.

238

00:26:04.800 --> 00:26:06.570

Lisa Schaertl: Any opposed?

239

00:26:08.130 --> 00:26:09.330

Lisa Schaertl: None. The motion carries.

240

00:26:10.890 --> 00:26:16.260

Lisa Schaertl: We have the next one. Can we have a motion to approve the changes to the bylaws of the Community library.

241

00:26:16.320 --> 00:26:18.060

Patricia Ayres: I make the motion, Pat Ayres.

242

00:26:18.480 --> 00:26:20.040

Lisa Schaertl: Okay, a motion from Pat Ayres to

243

00:26:20.040 --> 00:26:20.430

Lisa Schaertl: Approve

244

00:26:21.570 --> 00:26:35.790

Jill Persson: I had a question. This might be the, the sick time how I was a little confused because I thought when I read it, it said that part time employees would get 35 hours, but then half would be 7.5

245

00:26:36.930 --> 00:26:38.430

Patricia Ayres: No 17 and a half.

246

00:26:38.490 --> 00:26:39.840

Jill Persson: That that was what I thought

247

00:26:39.960 --> 00:26:42.390

Jill Persson: That's what I thought. But it says 7.5

248

00:26:42.540 --> 00:26:43.320

Lisa Schaertl: In my report.

249

00:26:43.680 --> 00:26:46.080

Lisa Schaertl: Yeah, I will amend that report.

250

00:26:47.790 --> 00:26:48.420

Jill Persson: I'm

251

00:26:48.780 --> 00:26:52.380

Jill Persson: Also, just because this came up before in the past.

252

00:26:55.410 --> 00:27:08.910

Jill Persson: We did have a request to pay out sick time before by a previous employee. And I wonder if we should state anywhere that although we may pay vacation time when an employee leaves, we would not be paying sick time out.

253

00:27:10.290 --> 00:27:10.620

Lisa Schaertl: Yeah.

254

00:27:10.770 --> 00:27:18.420

Lisa Schaertl: 300-01 does specify that you will get paid for your earned sick leave, but you will not get paid for your earned unused sick leave.

255

00:27:18.450 --> 00:27:19.920

Jill Persson: No other way

256

00:27:20.730 --> 00:27:22.590

Lisa Schaertl: Get paid for vacation, up to a certain cap.

257

00:27:22.980 --> 00:27:27.270

Lisa Schaertl: We did cap it yeah so that we didn't have a budget surprise. So yeah, that's

258

00:27:28.380 --> 00:27:28.710

Jill Persson: Okay.

259

00:27:31.530 --> 00:27:33.810

Andrea Tillinghast: It can crush a library's budget. I've seen it.

260

00:27:36.510 --> 00:27:36.750

Lisa Schaertl: Yeah.

261

00:27:38.700 --> 00:27:39.780

Lisa Schaertl: Yeah, we

262

00:27:40.860 --> 00:27:43.080

Lisa Schaertl: So, I will mark that correction there, Jill.

263

00:27:44.550 --> 00:27:45.060

Lisa Schaertl: In the report.

264

00:27:46.170 --> 00:27:48.030

Jill Persson: I was hoping it wasn't my math. Thanks.

265

00:27:48.750 --> 00:27:56.010

Lisa Schaertl: Your math is good. Okay. So back to this, um, the bylaws would you like me to display the bylaws?

266

00:27:59.280 --> 00:28:02.820

Lisa Schaertl: Now, okay, they've been on the drive, can we make a motion, Pat.

267

00:28:02.880 --> 00:28:03.180

Patricia Ayres: So moved

268

00:28:05.310 --> 00:28:08.880

Lisa Schaertl: Motion by Pat Ayres to approve changes to the bylaws of the Red Jacket Community Library.

269

00:28:09.180 --> 00:28:22.620

Lisa Schaertl: And I would like the motion in the Minutes to say, adding Article III section B with required language regarding compliance with New York State Open Meetings Law because I think it's important to document for us and the community, what we're doing to our bylaws.

270

00:28:24.390 --> 00:28:25.350

Lisa Schaertl: Is there any discussion.

271

00:28:27.510 --> 00:28:28.260

Lisa Schaertl: All in favor.

272

00:28:28.710 --> 00:28:29.550

Chris et al.: Aye. Aye.

273

00:28:30.150 --> 00:28:31.170

Lisa Schaertl: Are there any opposed?

274

00:28:33.210 --> 00:28:36.720

Lisa Schaertl: Hearing none, then that motion carries that the bylaws are changed.

275

00:28:38.520 --> 00:28:46.650

Lisa Schaertl: Policies presented for first reading, that's that one we just discussed the 300-1 General Personnel Policy. Um, are there any questions about that one?

276

00:28:50.220 --> 00:28:54.990

Lisa Schaertl: I didn't see anybody make any comments on it. You can see all of it's the same except for in here.

277

00:28:56.250 --> 00:29:03.570

Lisa Schaertl: There has been some confusion among employees as how many hours exactly are two weeks. And so, we spelled it that we've changed it to 70 hours.

278

00:29:05.520 --> 00:29:08.370

Lisa Schaertl: Jill, It does say in here 17.5 hours carried forward.

279

00:29:09.780 --> 00:29:12.960

Jill Persson: I think in a previous something else I'd read ahead. 7, 7.5

280

00:29:12.990 --> 00:29:22.800

Lisa Schaertl: Yeah, I know in the committee report it did. Yeah. So, and they can carry forward those hours and any remaining accumulated will be forfeited.

281

00:29:23.910 --> 00:29:30.360

Lisa Schaertl: And then we did finally add that the employees may use sick leave for the permitted uses listed on the New York State Paid Sick Leave website, which is

282

00:29:31.410 --> 00:29:33.570

Lisa Schaertl: Which is pretty good. I mean, it also includes a

283

00:29:34.590 --> 00:29:37.500

Lisa Schaertl: Section about it can be used for  
284

00:29:39.270 --> 00:29:48.660

Lisa Schaertl: Work related to escaping from a domestic violence situation, including by employers. And so, so that was an interesting new twist on sick leave so  
285

00:29:50.310 --> 00:29:54.810

Lisa Schaertl: All right, that's, that's our first reading, and we will present this for approval in  
286

00:29:57.120 --> 00:29:57.570

Lisa Schaertl: January.  
287

00:29:58.200 --> 00:30:05.460

Randall Ott: I just had a question for Andrea on this, Andrea have you discussed this with staff yet or do you intend to discuss it with staff before we approve?  
288

00:30:05.460 --> 00:30:06.990

Andrea Tillinghast: I shared it with them.  
289

00:30:07.080 --> 00:30:17.280

Andrea Tillinghast: And that was just last week. And so, we have, I have to wait and see to give them some time to read it. Nobody's emailed me anything.  
290

00:30:17.610 --> 00:30:28.050

Andrea Tillinghast: We have a staff meeting set for the beginning of February or beginning of January. So, I think we'll discuss it then and discuss any comments that have been submitted to me that's my plan  
291

00:30:29.160 --> 00:30:33.510

Lisa Schaertl: Sounds great. And you can just bring them to the committee or just mark up this document and  
292

00:30:35.760 --> 00:30:39.240

Lisa Schaertl: Jill, to your point, here's the payment for unused vacation sick leave  
293

00:30:39.480 --> 00:30:39.840

Jill Persson: Okay.  
294

00:30:41.040 --> 00:30:48.660

Lisa Schaertl: upon resignation. We have a maximum of 140 hours of vacation, no sick time, and upon termination we don't pay either/  
295

00:30:49.710 --> 00:30:51.270

Jill Persson: Thank you.  
296

00:30:52.230 --> 00:30:55.080

Lisa Schaertl: Welcome. Okay, are there any other questions for the policy committee?  
297

00:30:57.540 --> 00:31:00.210

Lisa Schaertl: Is there any, any facilities report?  
298

00:31:01.380 --> 00:31:13.080

Patricia Ayres: No, Andrea pretty much told us. I would just like to add that the Friends of the Library paid for the sign for us.

Andrea: right, yes.

299

00:31:14.070 --> 00:31:14.550

Lisa Schaertl: Oh, good.

300

00:31:15.750 --> 00:31:20.820

Chris: We just need to make sure someone who can spell can proof the sign. Unlike the other sign.

301

00:31:22.710 --> 00:31:24.060

Patricia Ayres: Absolutely, Chris.

302

00:31:26.400 --> 00:31:29.250

Lisa Schaertl: Secretary could you draft a letter of thanks to the friends.

303

00:31:30.090 --> 00:31:30.510

Peggy: Sure.

304

00:31:34.110 --> 00:31:35.850

Lisa Schaertl: On behalf of the Board of Trustees.

305

00:31:38.580 --> 00:31:43.860

Randall Ott: And the school paid for the awning and that is part of their building so

306

00:31:44.940 --> 00:31:47.400

Randall Ott: But I'll be anxious to look at it.

307

00:31:48.720 --> 00:31:56.670

Andrea Tillinghast: It's a brighter red, then the other one was burgundy, and this is more of the color of the book drop a bright red.

308

00:31:57.150 --> 00:31:58.620

Lisa Schaertl: Yes, vibrant, really

309

00:31:59.790 --> 00:32:01.860

Jill Persson: On the website. It looks very, very good.

310

00:32:02.280 --> 00:32:02.670

Andrea Tillinghast: Mm hmm.

311

00:32:05.070 --> 00:32:10.110

Andrea Tillinghast: Very nice. It's a whole different feeling when you approach the building, I noticed it right off.

312

00:32:10.230 --> 00:32:18.690

Lisa Schaertl: Yeah, it's just fresh. Pat as head of facilities committee, maybe you want to drop a note to Tim thanking him and telling him how great it looks

313

00:32:19.530 --> 00:32:20.700

Patricia Ayres: I certainly can do that.

314

00:32:21.180 --> 00:32:23.340

Lisa Schaertl: It's just an email should work.

315

00:32:24.870 --> 00:32:25.290

Lisa Schaertl: All right.

316

00:32:26.580 --> 00:32:44.190

Lisa Schaertl: Personnel, Kim is going to present, but we haven't been able to meet with Kim. So, I'll just mention that the report from HR consultant HR Maynard was received this morning. So, the Personnel Committee does need time to look at it and formulate a plan for next steps.

317

00:32:45.210 --> 00:32:49.350

Lisa Schaertl: That's about all I know right now so we're reviewing it as quickly as we can.

318

00:32:52.350 --> 00:32:57.390

Lisa Schaertl: Long Range Planning we deferred to February and Pat is there anything for nominations?

319

00:32:58.680 --> 00:32:59.970

Patricia Ayres: No..

320

00:33:01.200 --> 00:33:05.100

Lisa Schaertl: Okay. We have unfinished business, required annual sexual harassment training.

321

00:33:07.050 --> 00:33:22.380

Lisa Schaertl: Neng needs to complete it. She's not here, Jill, Chris and Jan need to do it and following a discussion with Chris reminded me that if you receive this annual training through your employer that is sufficient. So do the three of you receive it through your employer.

322

00:33:22.770 --> 00:33:30.360

Chris: Yes, yes, actually, I could provide a kind of completion certificate actually just did it last month if that's helpful.

323

00:33:30.750 --> 00:33:33.990

Lisa Schaertl: If you'd like to share the certificate you may, but we absolutely do not need that.

324

00:33:36.150 --> 00:33:38.100

Jan Boor: I receive it through my employer, and I watched the video.

325

00:33:38.100 --> 00:33:38.970

Chris: Just completed it.

326

00:33:39.450 --> 00:33:40.830

Jan Boor: The videos that you had posted

327

00:33:41.160 --> 00:33:42.450

Lisa Schaertl: So, you get a star.

328

00:33:44.940 --> 00:33:50.490

Lisa Schaertl: Okay, so we can just say that the trustees, and list the names, have received annual training through their employer and that is sufficient.

329

00:33:50.730 --> 00:33:52.980

Peggy: Did Jill receive it through her employer too?

330

00:33:53.370 --> 00:33:54.570

Peggy: Yes. Okay.

331

00:33:55.860 --> 00:33:59.700

Patricia Ayres: I saw an email that said that Neng she had

332

00:34:00.540 --> 00:34:10.170

Lisa Schaertl: She said she watched the video. So yeah, in order to complete the requirement, we need to have an interactive portion which would be during this meeting. She has an opportunity to discuss.

333

00:34:10.380 --> 00:34:11.310

Patricia Ayres: I see. Okay.

334

00:34:11.760 --> 00:34:12.600

Lisa Schaertl: One more to get that done.

335

00:34:14.820 --> 00:34:15.210

Lisa Schaertl: Okay.

336

00:34:17.280 --> 00:34:29.790

Lisa Schaertl: All right. And then we have new business this is administrative work. The New York State Commissioner of education issued a new uniform records retention and disposition schedule, and

337

00:34:30.390 --> 00:34:39.840

Lisa Schaertl: we've adopted the old schedule and said that we would follow it, and now we have a new schedule. So, we need a new resolution saying that we were going to comply with that.

338

00:34:42.270 --> 00:34:43.590

Jill Persson: I can make the resolution.

339

00:34:44.910 --> 00:34:45.210

Jill Persson: Okay.

340

00:34:45.240 --> 00:34:48.630

Lisa Schaertl: We have a motion from Jill Persson to

341

00:34:50.070 --> 00:34:53.340

Jill Persson: Do you want me to read it, I can move my laptop up to my nose so I can see it.

342

00:34:53.970 --> 00:34:55.500

Lisa Schaertl: Would you like to read it or me to?

343

00:34:55.890 --> 00:34:58.710

Jill Persson: If you could read it. That would save me having to move my laptop.

344

00:34:59.310 --> 00:35:02.700

Lisa Schaertl: That the Board of Trustees of the Red Jacket Community Library. I'm  
345

00:35:06.180 --> 00:35:08.940

Lisa Schaertl: I'm just wondering if I made a mistake

Randall Ott: no

346

00:35:10.500 --> 00:35:18.720

Lisa Schaertl: New York State Education Department records retention and disposition schedule LGS-1  
issued pursuant to Article 57-A of the arts and culture Affairs law,

347

00:35:19.140 --> 00:35:25.950

Lisa Schaertl: and containing legal minimum retention periods for local government records, including  
any future revisions and re-issuances thereof,

348

00:35:26.550 --> 00:35:36.090

Lisa Schaertl: is hereby adopted for use by the Library in legally disposing of valueless records listed  
therein. And be it FURTHER RESOLVED, that in accordance with Article 57-A that (a)

349

00:35:36.300 --> 00:35:41.580

Lisa Schaertl: Those records that are described in the New York State Education Department Records  
Retention and Disposition Schedule LGS-1

350

00:35:41.910 --> 00:35:47.160

Lisa Schaertl: may be dispersed of only after they have met the minimum retention periods described  
therein;

351

00:35:47.520 --> 00:35:56.190

Lisa Schaertl: And (b) only those records that do not have sufficient administrative, fiscal, legal, or  
historical value to merit retention beyond established legal minimum periods may be disposed of.

352

00:35:57.690 --> 00:35:58.500

Lisa Schaertl: Do you have any questions?

353

00:36:01.050 --> 00:36:02.820

Lisa Schaertl: All right, all in favor?

354

00:36:03.540 --> 00:36:05.580

Lisa Schaertl: Et. al. Aye.

Lisa Schaertl: Any opposed?

355

00:36:07.200 --> 00:36:11.400

Lisa Schaertl: Hearing none. That motion carries. I have no correspondence and communications.

356

00:36:12.960 --> 00:36:14.550

Lisa Schaertl: Jan, did you think of what you want to say.

357

00:36:15.240 --> 00:36:16.530

Jan Boor: No, I'm drawing a blank.

358

00:36:17.790 --> 00:36:19.500

Jan Boor: I'll probably remember when we're done.

359

00:36:21.510 --> 00:36:21.990

Jan Boor: Sorry.

360

00:36:22.830 --> 00:36:27.150

Lisa Schaertl: It just seems like completely wrong, but in that case, I will adjourn the meeting at 7:37