

TRANSCRIPT OF THE JAN 25, 2021 MEETING OF THE BOARD OF TRUSTEES OF THE RED JACKET  
COMMUNITY LIBRARY

1

00:00:02.070 --> 00:00:07.529

Lisa Schaertl: Okay, so we're recording. I'm going to call the meeting to order at 703 and

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00:00:08.790 --> 00:00:09.660

Lisa Schaertl: This meeting is a

3

00:00:15.330 --> 00:00:15.929

Patricia Ayres: Did we lose her?

4

00:00:19.020 --> 00:00:22.290

Lisa Schaertl: I think I just got Jan to join us. I hope,

Pat Ayres: yeah.

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00:00:25.410 --> 00:00:26.010

Jan Boor: Hi everyone.

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00:00:28.320 --> 00:00:37.080

Lisa Schaertl: I just called the meeting to order at 703 this meeting is taking place remotely via video conference in accordance with the governor's executive order to 202.87

7

00:00:37.380 --> 00:00:42.630

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

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00:00:43.020 --> 00:00:55.080

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

9

00:00:56.340 --> 00:00:57.870

Lisa Schaertl: Secretary, can you please do roll call.

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00:00:58.440 --> 00:01:20.160

Peggy: Quorum is present, we have trustees Pat Ayres, Dustine Mullen, Randall Ott, Lisa Schaertl, Kim Sutter, Peggy Sutton; Director Andrea Tillinghast; Treasurer Janine Boor; Absent Neng Marquez, Jill Persson, and Chris Spencer.

11

00:01:22.740 --> 00:01:27.870

Lisa Schaertl: Okay, thank you. Um, the agenda has been posted are there any questions or additions to the agenda?

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00:01:31.650 --> 00:01:39.090

Lisa Schaertl: Right. In that case, we'll move on to public and staff comments and announcements. There we welcome public comments at this time.

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00:01:40.410 --> 00:01:41.730

Lisa Schaertl: So, we don't have any guests.

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00:01:42.930 --> 00:01:52.290

Lisa Schaertl: So, the other announcement. I just want to let all the trustees know that you've been subscribed to the New York Library Association newsletter "news you can use." So, you should be seeing that in your inbox.

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00:01:53.190 --> 00:02:04.770

Lisa Schaertl: It's got news that you can use and information about being a library trustee, issues in libraries, it's, it can be a nice thing to read. So that's why you're getting that

16

00:02:07.080 --> 00:02:11.100

Lisa Schaertl: We have the Minutes. Randy you made a copy of the minutes. Was that an error?

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00:02:11.880 --> 00:02:20.880

Randall Ott: Uh, yeah, I don't know how that happened. But when I looked at it, it said that I had somehow changed the original document. So, feel free to delete that. But I just

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00:02:20.880 --> 00:02:21.540

Lisa Schaertl: yeah

19

00:02:23.220 --> 00:02:31.710

Lisa Schaertl: OK, so the minutes were posted for about, about a week ago. This formatting issue is a

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00:02:32.970 --> 00:02:38.820

Lisa Schaertl: Matter of Google Docs instead of Microsoft Word. It'll be fine in the Word document.

21

00:02:40.230 --> 00:02:42.870

Lisa Schaertl: Were there any questions or comments on the Minutes?

22

00:02:45.390 --> 00:02:45.630

Patricia Ayres: Nope

23

00:02:47.820 --> 00:02:49.110

Lisa Schaertl: Can have a motion to approve.

24

00:02:49.590 --> 00:02:50.220

Patricia Ayres: I'll move

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00:02:51.060 --> 00:02:55.920

Lisa Schaertl: A motion by Pat Ayres to approve the minutes from the December 21 board meeting, is there any discussion?

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00:02:57.480 --> 00:02:57.840

Peggy: No,

27

00:02:58.200 --> 00:02:58.950

Lisa Schaertl: All in favor.

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00:02:59.550 --> 00:03:00.690

Kimberly Sutter: et.al.: Aye

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00:03:01.740 --> 00:03:02.820

Lisa Schaertl: Is there any opposed?

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00:03:04.890 --> 00:03:12.870

Lisa Schaertl: Motion carries. Minutes are approved. Financial reports and approval of expenditures. Randy, can you present the claims reviewer report please.

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00:03:13.230 --> 00:03:15.390

Randall Ott: Now I reviewed the claims last week.

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00:03:18.690 --> 00:03:29.220

Randall Ott: December claims are \$4,651 and 54 cents. The large bill in there is from Maynard HR and

33

00:03:30.750 --> 00:03:33.840

Randall Ott: Because of that was for

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00:03:34.950 --> 00:03:38.430

Randall Ott: Personnel investigation and related to personnel issue.

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00:03:39.960 --> 00:03:40.620

Randall Ott: Either

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00:03:41.850 --> 00:03:47.940

Randall Ott: Pat Ayres or Lisa Schaertl need to sign that check rather than the director.

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00:03:48.480 --> 00:04:04.110

Randall Ott: Since you have authority to sign. So, one of you are going to be in the library within the next few days, maybe you could arrange to sign that. The debit payments are December, for December were \$189 and 61 cents.

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00:04:05.250 --> 00:04:14.280

Randall Ott: I did not review December checks this month, but I will review them next month. And I'll include it in my report next month.

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00:04:16.350 --> 00:04:17.250

Okay, thank you.

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00:04:18.480 --> 00:04:24.570

Lisa Schaertl: So, then we'll go to the claims audit and approval and

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00:04:27.120 --> 00:04:30.660

Lisa Schaertl: For that one I pull up the unpaid bills audit sheet.

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00:04:33.780 --> 00:04:45.360

Lisa Schaertl: So, this is the audit sheet that we pass around with our unpaid bills and normally when we meet in person each trustee would sign here that we've reviewed these claims and that that we agree so

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00:04:46.560 --> 00:04:57.390

Lisa Schaertl: Since we're not meeting in person, we do this by roll call vote. Here are the total unpaid bills that Randy mentioned in the claims audit report totaling \$4651.54.

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00:04:58.020 --> 00:05:09.510

Lisa Schaertl: And here are the payments made prior to approval, including the debits that Randy reviewed and reported on, and the three checks that I think you said you would review next month.

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00:05:10.230 --> 00:05:13.770

Randall Ott: I'm sorry, those checks are don't

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00:05:15.600 --> 00:05:16.650

Lisa Schaertl: They don't need review.

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00:05:16.770 --> 00:05:18.000

Lisa Schaertl: Because they are recurring, right?

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00:05:18.120 --> 00:05:22.230

Randall Ott: The checks I was referring to, I'm sorry, were cancelled bank checks.

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00:05:22.680 --> 00:05:42.180

Lisa Schaertl: Okay, so these are the Anderson Van Horn insurance, which I think is a recurring bill and doesn't need to be and Utica national as well. And then the cost to install the sign to purchase and install the new sign above our entrance and these total 2401.48.

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00:05:43.170 --> 00:05:54.510

Jan Boor: Lisa you had a question on the base scan invoice and that is for the barcode scanner, it's also for a printer, the receipt printer and a stand.

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00:05:55.380 --> 00:05:58.890

Lisa Schaertl: Okay, so we needed a new checkout scanner system.

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00:06:00.570 --> 00:06:13.620

Andrea Tillinghast: Because Christine's on that side of the desk and you can check out on that side of the desk. We knew that this would be something we would have to purchase. If we wanted another checkout station so I figured order it now. Get it all hooked up.

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00:06:18.390 --> 00:06:23.790

Lisa Schaertl: So, are there any questions? Any other questions on these expenses or checks?

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00:06:28.230 --> 00:06:30.330

Lisa Schaertl: Okay. In that case, can have a motion to approve.

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00:06:31.920 --> 00:06:32.580

Patricia Ayres: I'll move

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00:06:33.030 --> 00:06:49.320

Lisa Schaertl: A motion from Pat Ayres to approve unpaid claims totaling \$4,651 and 54 cents and payments made prior to board approval, including debit card payments totaling \$2,401 and 40 cents by roll call vote.

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00:06:51.120 --> 00:06:52.320

Lisa Schaertl: Peggy could you do the roll call.

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00:06:52.860 --> 00:06:54.870

Peggy: Okay. For trustees Pat Ayres

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00:06:55.710 --> 00:06:57.600

Patricia Ayres: Aye ok.

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00:06:59.220 --> 00:07:00.330

Peggy: Justine Mullen.

Justine Mullen: Aye.

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00:07:02.580 --> 00:07:03.510

Peggy: Randall Ott

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00:07:03.930 --> 00:07:04.230

Randall Ott: Aye

63

00:07:05.820 --> 00:07:06.810

Peggy: Lisa Schaertl

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00:07:06.990 --> 00:07:07.320

Lisa Schaertl: Aye

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00:07:09.300 --> 00:07:10.230

Peggy: Kim Sutter.

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00:07:10.620 --> 00:07:11.040

Kim Sutter: Aye

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00:07:12.270 --> 00:07:14.070

Peggy: And Peggy Sutton, aye

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00:07:15.600 --> 00:07:17.670

Peggy: And then absent for this would be

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00:07:19.170 --> 00:07:24.690

Peggy: Then absent for this would be Jill Persson and Chris Spencer, so they would be a nay.

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00:07:29.130 --> 00:07:30.150

Lisa Schaertl: Motion carries.

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00:07:31.230 --> 00:07:38.730

Jan Boor: Okay, and the check for Maynard is has been run, it's at the library in the green folder.

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00:07:40.230 --> 00:07:42.450

Jan Boor: So, whoever needs to go sign it, it's ready for you.

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00:07:43.260 --> 00:07:44.460

Patricia Ayres: Okay, thank you.

74

00:07:47.280 --> 00:07:49.800

Lisa Schaertl: Will you be going in anytime. This week or shall I do it.

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00:07:51.090 --> 00:07:54.840

Patricia Ayres: I wasn't planning on but I can, if you would rather me do it.

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00:07:57.360 --> 00:07:59.520

Patricia Ayres: I haven't been in town in a long time.

77

00:08:00.960 --> 00:08:01.800

Lisa Schaertl: Would you please, then

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00:08:02.340 --> 00:08:04.470

Patricia Ayres: I will certainly I'll do that.

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00:08:04.680 --> 00:08:06.180

Lisa Schaertl: Awesome. Thank you so much.

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00:08:09.240 --> 00:08:12.900

Lisa Schaertl: Alright, Jan the Treasurer's Report, what would you like me to pull up?

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00:08:14.130 --> 00:08:14.430

Jan Boor: If you

82

00:08:14.700 --> 00:08:17.700

Jan Boor: Pull up the budget versus actual will look at that.

83

00:08:19.830 --> 00:08:23.910

Jan Boor: And we are at our six months already believe it or not, we're halfway through.

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00:08:26.070 --> 00:08:26.820

Seems like yesterday.

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00:08:31.680 --> 00:08:35.460

Jan Boor: So income. We're well over what we had budgeted.

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00:08:35.610 --> 00:08:37.470

Lisa Schaertl: Sorry can we see it any bigger than that.

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00:08:46.710 --> 00:08:49.350

Lisa Schaertl: Okay. Sorry, guys. That's as big as it gets.

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00:08:49.470 --> 00:08:50.130

Patricia Ayres: Okay.

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00:08:50.970 --> 00:08:51.480

Jan Boor: How's that

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00:08:52.080 --> 00:08:54.690

Lisa Schaertl: That's better. Okay. So go ahead, Jan.

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00:08:55.800 --> 00:09:00.150

Jan Boor: We're well over our income budget.

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00:09:01.470 --> 00:09:05.970

Jan Boor: Mostly because the friends have been so generous to us and reimbursed quite a bit this year.

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00:09:06.930 --> 00:09:16.860

Jan Boor: There is some miscellaneous income there in or Lisa you had questioned what it is, that is made up entirely of refunds, there was an insurance refund.

94

00:09:17.730 --> 00:09:35.820

Jan Boor: Sales tax refund that Andrea had applied for, a duplicate Adobe charge got refunded and we realized that Amazon was charging us \$179 a year for business prime account that we don't need to get that.

95

00:09:37.320 --> 00:09:39.090

Jan Boor: Good. Yeah, so

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00:09:39.510 --> 00:09:42.900

Lisa Schaertl: I was just curious what other income we had so that that makes sense. Thank you.

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00:09:43.290 --> 00:09:46.110

Jan Boor: Yeah, that there was no other place to put that.

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00:09:46.290 --> 00:09:46.740

Lisa Schaertl: That's fine.

99

00:09:47.430 --> 00:09:55.620

Jan Boor: And because we're a nonprofit, we have to show refunds as income. We can't just offset the expense with it. Okay.

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00:09:56.700 --> 00:09:59.880

Jan Boor: Oh, so just gets lumped in as miscellaneous.

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00:10:01.350 --> 00:10:07.830

Jan Boor: Payroll is pretty spot on. We're 50% of the budget and halfway through the year so

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00:10:08.940 --> 00:10:12.300

Jan Boor: That's pretty good. Yeah, expense the same.

103

00:10:14.520 --> 00:10:30.930

Jan Boor: print materials and program expenses. We're, we're definitely under budget program looks like we're, we're at half the budget, but that backpack giveaway for \$1014 that was reimbursed by the friends. So, if you take that out.

104

00:10:32.520 --> 00:10:37.620

Jan Boor: That puts it more in line with the print materials. It's like 21%

105

00:10:39.150 --> 00:10:45.060

Jan Boor: So that's, that's good, and Randy yes you're right that \$21,000 under the furniture.

106

00:10:47.670 --> 00:10:51.120

Jan Boor: I need to look at the breakdown. I think most that is not supposed to be there.

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00:10:51.630 --> 00:10:53.040

Patricia Ayres: No.

Jan Boor: Because it's capital.

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00:10:53.610 --> 00:10:55.770

Randall Ott: I, I figured you knew that just

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00:10:56.910 --> 00:10:57.360

Jan Boor: Yeah.

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00:10:57.390 --> 00:10:58.650

Randall Ott: I think you're will need to

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00:10:58.710 --> 00:10:59.910

Jan Boor: I entered it without thinking.

112

00:11:00.480 --> 00:11:03.510

Lisa Schaertl: It's supposed to come out of the capital budget, not our operating budget.

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00:11:04.050 --> 00:11:05.280

Jan Boor: Yeah, I'll get that out of there.

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00:11:05.580 --> 00:11:06.210

Lisa Schaertl: Okay, thank you.

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00:11:08.340 --> 00:11:09.960

Jan Boor: And you know the rest of it.

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00:11:11.880 --> 00:11:13.380

Jan Boor: You know the day-to-day stuff.

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00:11:14.520 --> 00:11:19.920

Jan Boor: There hasn't been really any big surprises, Office Expenses up because

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00:11:21.240 --> 00:11:30.120

Jan Boor: There's some equipment purchases in there. But again, those were reimbursed by the friends and then of course we have all the extra expense for the PPE.

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00:11:31.230 --> 00:11:32.820

Jan Boor: Although it's not as much

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00:11:34.980 --> 00:11:36.480

Jan Boor: This time around, as it was

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00:11:38.100 --> 00:11:39.690

Jan Boor: Earlier last year so

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00:11:40.920 --> 00:11:42.420

Jan Boor: I'm still not too bad.

123

00:11:45.390 --> 00:11:48.270

Jan Boor: Insurance and stuff, you know that line looks

124

00:11:49.380 --> 00:12:02.820

Jan Boor: Like we've used almost all our budget, but that's because it's not monthly expenses, you know, we get billed one time for the insurance so hits it all at once. Right. Um,

125

00:12:04.140 --> 00:12:06.090

Jan Boor: So yeah, let's say we're in good shape.

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00:12:06.810 --> 00:12:12.690

Lisa Schaertl: So, we had a line, we had money in consulting and we've got an expense in consulting for Maynard HR.

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00:12:12.990 --> 00:12:13.710

Jan Boor: right

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00:12:13.770 --> 00:12:17.760

Lisa Schaertl: And you reported that we moved that money out to cover the payroll consulting?

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00:12:18.120 --> 00:12:21.990

Jan Boor: Right, because there wasn't enough in the budget for the payroll service.

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00:12:23.610 --> 00:12:23.850

Jan Boor: And

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00:12:24.060 --> 00:12:32.730

Jan Boor: It didn't have any consulting expenses anticipated. So, we had moved that then, of course the next month we needed consulting.

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00:12:33.090 --> 00:12:33.630

Patricia Ayres: Of course,

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00:12:34.020 --> 00:12:34.320

Andrea Tillinghast: Mm Hm

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00:12:37.560 --> 00:12:44.850

Lisa Schaertl: Between those two items, though, we're going to be... We're not going to run significantly over by the end of the year, it looks like, right?

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00:12:46.170 --> 00:12:47.370

Jan Boor: Don't think so. We're going to be

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00:12:49.800 --> 00:12:54.030

Lisa Schaertl: Almost 40% for payroll service. So, we're running a little under

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00:12:54.930 --> 00:13:00.990

Jan Boor: So, there's a little extra in the payroll service budget that could help cover that consulting expense.

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00:13:02.340 --> 00:13:04.230

Jan Boor: And we're under in other areas so

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00:13:06.180 --> 00:13:08.430

Jan Boor: For the year I think we'll be fine. Okay.

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00:13:08.520 --> 00:13:08.910

Lisa Schaertl: Very good.

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00:13:09.480 --> 00:13:23.280

Andrea Tillinghast: Now some of the cost of the equipment that we purchased for virtual programming and the PPE I've got two different grants out right now. The CARES act funding and FEMA

142

00:13:24.360 --> 00:13:37.950

Andrea Tillinghast: FEMA we they check on it regularly at PLS. We still don't know. The CARES act funding will reimburse us for some of the equipment and the PPE, but it's not going to reimburse us for cleaning.

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00:13:42.900 --> 00:13:45.000

Andrea Tillinghast: So just waiting on those things.

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00:13:46.350 --> 00:13:50.730

Lisa Schaertl: Any other requests on the profit loss versus actual through December.

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00:13:52.290 --> 00:13:56.010

Lisa Schaertl: Okay, Jan. Anything else you'd like to bring up to show?

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00:13:57.450 --> 00:13:58.020

Jan Boor: Umm

147

00:13:59.070 --> 00:14:01.890

Jan Boor: No, unless there's something specific anyone else wants to see.

148

00:14:03.060 --> 00:14:04.110

Jan Boor: I think the overall

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00:14:05.370 --> 00:14:08.940

Jan Boor: The overall budget gives a pretty good picture of the year.

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00:14:10.950 --> 00:14:15.690

Jan Boor: If anybody has questions on the check detail or anything like that. I'm happy to go over it.

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00:14:17.100 --> 00:14:19.230

Jan Boor: The check detail would be what was written.

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00:14:20.610 --> 00:14:21.960

Jan Boor: Last month, so it's

153

00:14:23.490 --> 00:14:29.730

Jan Boor: It's checks that were already approved, but some of them. I think you had a question on a couple when we said, I think I answered both of them.

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00:14:35.100 --> 00:14:42.480

Lisa Schaertl: Yeah, you did \$107 for office expense and this was the furniture \$300.

155

00:14:43.890 --> 00:14:45.420

Jan Boor: Yeah, that was the installation of the

156

00:14:45.420 --> 00:14:46.620

Lisa Schaertl: \$57 was the sign.

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00:14:48.360 --> 00:14:51.330

Jan Boor: And the \$107. that was a holiday expense.

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00:14:52.260 --> 00:14:53.460

Jan Boor: holiday friends.

159

00:14:53.520 --> 00:15:00.360

Lisa Schaertl: For the staff reimbursed by the friends. Okay, good. Alright, so any other questions for Jan?

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00:15:03.810 --> 00:15:06.630

Lisa Schaertl: Alright, um, let's move on to the directors' report.

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00:15:13.410 --> 00:15:19.560

Andrea Tillinghast: Now, of course, I'm not going to go over every single detail of this. There's a lot on there. So just hit the highlights.

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00:15:20.940 --> 00:15:23.850

Andrea Tillinghast: See like I'm looking over to the side with my camera.

163

00:15:26.790 --> 00:15:39.420

Andrea Tillinghast: So, if you if you don't know we are receiving our delivery three times a week from PLS there's been a little bit of difficulty working out the delivery schedule because we can only accept delivery.

164

00:15:40.020 --> 00:15:47.790

Andrea Tillinghast: During our hours of operation, but we've got it worked out. Now, finally, it seems to be, and we're getting delivery three times a week.

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00:15:48.060 --> 00:16:07.560

Andrea Tillinghast: Which is exactly what we used to get so if you've been hesitating to put your Interlibrary Loan requests in don't hesitate. It may take, consider the typical three to five days. It might take a little longer than that. But it's, you know, I'm talking seven days maybe nine at most

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00:16:09.060 --> 00:16:10.410

Andrea Tillinghast: For something that's available.

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00:16:13.350 --> 00:16:20.820

Andrea Tillinghast: Now we had been discussing as a board for a while about removing fines, waiving fines.

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00:16:21.930 --> 00:16:36.960

Andrea Tillinghast: in perpetuity. And so, fines were waived through September 30 for it because of the pandemic and then we decided to extend that until the end of the year. So, December 31 and

169

00:16:38.250 --> 00:16:49.500

Andrea Tillinghast: I've opted with PLS to continue our fine waiver until further notice. Now we haven't voted as a board to modify our policy or

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00:16:51.120 --> 00:16:54.390

Andrea Tillinghast: We've discussed it, but we haven't voted on permanently.

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00:16:56.430 --> 00:16:57.420

Andrea Tillinghast: Waiving fines.

172

00:16:57.480 --> 00:17:06.390

Lisa Schaertl: If we look back in the Minutes, I believe we did say that you have the discretion to end fines when and in the manner that you saw fit. So, I believe  
173

00:17:06.420 --> 00:17:07.770

Andrea Tillinghast: I think you're right. Yeah. Now that you're saying that  
174

00:17:07.950 --> 00:17:11.580

Lisa Schaertl: if you look back at that, we have voted on giving you authority to do that.  
175

00:17:12.480 --> 00:17:17.040

Andrea Tillinghast: Mm hmm. So, it is there's no end date on it now, but  
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00:17:18.600 --> 00:17:21.930

Andrea Tillinghast: For other reasons we talked about before, and also because  
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00:17:23.340 --> 00:17:30.120

Andrea Tillinghast: You know we just really want to get people back in here to use the library. So, we'll try to use whatever enticement we might have.  
178

00:17:33.030 --> 00:17:36.660

Andrea Tillinghast: Let's see, we have been weeding some of our collections.  
179

00:17:37.680 --> 00:17:49.500

Andrea Tillinghast: YA graphic children and adult DVD, local history, large print, some of the adult fiction areas, some of these areas needed weeding for quite a while and  
180

00:17:51.720 --> 00:17:59.130

Andrea Tillinghast: So that's been taking some of our time. Kathleen is one who's really doing it, I oversee the list of items.  
181

00:18:01.770 --> 00:18:05.52

Andrea Tillinghast: So, I did meet with the Personnel Committee and wrote up a report for them.  
182

00:18:07.020 --> 00:18:20.640

Andrea Tillinghast: We met a few different times and I enrolled in the course suggested by the Personnel Committee. So, I've registered and paid for that, it will be February 23.  
183

00:18:22.920 --> 00:18:25.110

Andrea Tillinghast: So that's that.  
184

00:18:29.040 --> 00:18:38.280

Andrea Tillinghast: I did agree to host the zoom meetings for the Lions Club on a monthly basis until they're able to meet in person again.  
185

00:18:41.010 --> 00:18:53.190

Andrea Tillinghast: It's a little bit out of our scope of, maybe, what we intended to do with our license but I'm really after any kind of outreach if it means you know I can.  
186

00:18:53.730 --> 00:19:05.190

Andrea Tillinghast: Host the meeting and open the meeting. You know, I'd even be willing to do that for groups that I'm not personally affiliated with. So, I think that as outreach to the community is

187

00:19:06.180 --> 00:19:07.950

Patricia Ayres: It is a great idea. Yeah.

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00:19:10.200 --> 00:19:20.460

Andrea Tillinghast: So, there's been a number of different things that have occurred in facilities. I went over a lot of them in detail with the Personnel Committee slash Facilities Committee.

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00:19:21.600 --> 00:19:27.180

Andrea Tillinghast: So, we've got the majority of those nailed down, you know, with the faucets not working and the swipe passes not working.

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00:19:28.590 --> 00:19:32.580

Andrea Tillinghast: Just the lighting fixture. We've got over here. So,

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00:19:34.110 --> 00:19:41.160

Andrea Tillinghast: You know these things have been pretty much solved or we've got a plan to solve them. Wonderful. So, yeah.

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00:19:45.450 --> 00:19:51.840

Andrea Tillinghast: Just a lot of different little technology things working with school IT and with the school library and

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00:19:53.940 --> 00:19:58.290

Andrea Tillinghast: To accomplish some of those things because of our shared dual ILS.

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00:20:00.330 --> 00:20:04.920

Andrea Tillinghast: So those things have either been solved or are still in progress.

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00:20:07.440 --> 00:20:07.890

See

196

00:20:11.520 --> 00:20:22.890

Andrea Tillinghast: I did prepare another draft of the budget for the budget for the Budget Committee, so that is posted up there in the Budget Committee draft 2 of the

197

00:20:24.810 --> 00:20:25.380

Andrea Tillinghast: Budget.

198

00:20:27.330 --> 00:20:33.870

Lisa Schaertl: And Randy, what should trustees do? just monitor it, or is that mainly for committee?

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00:20:35.130 --> 00:20:39.810

Randall Ott: Draft 2 is more for committee but like to bring a presentation to the board.

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00:20:41.610 --> 00:20:52.560

Randall Ott: At February's meeting with a final draft that's possible. We don't need it approved till March, but like board members to see it next month.

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00:20:54.060 --> 00:20:54.360

Lisa Schaertl: Okay.

202

00:20:56.970 --> 00:20:57.270

Lisa Schaertl: So,  
203

00:20:58.320 --> 00:20:58.710

Lisa Schaertl: I'll just  
204

00:20:59.070 --> 00:21:02.760

Randall Ott: Go ahead and comment and look. Look at that, for sure. Before I mean you know  
205

00:21:03.330 --> 00:21:12.300

Lisa Schaertl: All trustees are definitely welcome and encouraged to go look at the draft, that draft budget, enter your questions contact Randy or Andrea with your questions.  
206

00:21:15.900 --> 00:21:19.290

Andrea Tillinghast: Okay, so everybody's got their W2s over here.  
207

00:21:20.940 --> 00:21:32.310

Andrea Tillinghast: So that's set the there's been a lot of different things that have occurred over the course of this past month in regard to New York State paid sick leave again.  
208

00:21:33.060 --> 00:21:44.610

Andrea Tillinghast: With the families first coronavirus response act expiring. And what exactly does that mean because they extended tax credits available, not for us but  
209

00:21:46.830 --> 00:21:51.630

Andrea Tillinghast: So it's, it's been some going back and forth with getting a lot of advice from  
210

00:21:52.860 --> 00:21:59.340

Andrea Tillinghast: Suzanne and Ron over at PLS the director and deputy director of the library system  
211

00:22:03.990 --> 00:22:04.770

Andrea Tillinghast: so Let's see.  
212

00:22:06.210 --> 00:22:18.360

Andrea Tillinghast: Um, okay. So there is a bit of a situation going on with Follett and I talked it over with the Personnel Committee, because it does involve  
213

00:22:19.020 --> 00:22:40.620

Andrea Tillinghast: BOCES, Wayne Finger Lakes BOCES and in the school library system. Their director Kate Hamill, so I'm going to need a decision from you about whether or not we should go ahead and pay for this. What it is for Follett, the cataloguing system used by the school which we also use  
214

00:22:44.130 --> 00:22:58.260

Andrea Tillinghast: We need to get some numbers from Follett out for our reports that are due to New York State Department of Education those reports will start being open any day now. And this year is not due until April.  
215

215

00:22:59.730 --> 00:23:02.730

Andrea Tillinghast: But there's no way that I can get these  
216

00:23:03.840 --> 00:23:19.590

Andrea Tillinghast: Statistics of these reports from Follett out because I don't have the permissions to do so. So I asked BOCES the way that I always would have in the past for Mandarin and would they offered was that we could

217

00:23:21.450 --> 00:23:26.790

Andrea Tillinghast: Get Follett support from both the school library system. If we want to pay

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00:23:28.260 --> 00:23:29.460

Andrea Tillinghast: For their support.

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00:23:30.540 --> 00:23:31.350

Andrea Tillinghast: And

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00:23:32.370 --> 00:23:39.240

Andrea Tillinghast: They'll bill us for half of this year being, you know, the school year 2020 2021.

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00:23:41.220 --> 00:23:48.810

Andrea Tillinghast: And I included the quote for the service, which is about \$2100 for

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00:23:49.950 --> 00:23:51.780

Andrea Tillinghast: half a year. This half year

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00:23:52.890 --> 00:23:53.520

Andrea Tillinghast: So,

224

00:23:56.400 --> 00:24:06.270

Andrea Tillinghast: Just because we did not have it budgeted. I'd like to bring it to the trustees and give them the opportunity to vote in favor of paying this or not.

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00:24:06.900 --> 00:24:23.370

Andrea Tillinghast: I asked, could we, in the future, only pay for half year price, but now that's not an option, they bill in the fall. And that's the way they prefer to do it. And the ability for the whole entire year would be \$4200. We used to pay for support for Mandarin.

226

00:24:24.450 --> 00:24:25.050

Andrea Tillinghast: Up until

227

00:24:26.910 --> 00:24:39.270

Andrea Tillinghast: 2019 and then BOCES told us we didn't have to pay for it. So, in our budget that we had for this year, there's nothing in the line for automation. There's no budget for automation.

228

00:24:40.260 --> 00:24:51.810

Andrea Tillinghast: But there's no other way for me to get these numbers. If the school library system will only provide them by us paying this. So, what I'm asking is can we pay it.

229

00:24:52.650 --> 00:24:57.840

Lisa Schaertl: So, \$4,000 for what, a report, will they run the report, though.

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00:24:58.710 --> 00:25:05.640

Andrea Tillinghast: It's a series of different reports that I need for the annual, the New York State annual report for the Department of Ed.

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00:25:06.870 --> 00:25:13.290

Andrea Tillinghast: They'll run the report, they'll email them to me if there's something that doesn't look right. You know, we'll go back and forth a few times.

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00:25:15.180 --> 00:25:19.230

Andrea Tillinghast: It's never been an issue about obtaining these numbers before

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00:25:20.640 --> 00:25:25.290

Andrea Tillinghast: But I can't obtain them myself because I don't have that permission for the reporting.

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00:25:25.770 --> 00:25:34.800

Lisa Schaertl: The reason for asking is jeez, I was thinking, is there a lower price that we can pay just to say, for the cost of generating three reports a year, we will pay this much.

235

00:25:35.670 --> 00:25:44.700

Lisa Schaertl: But I can see that probably leading to then you have a question about the report and then they start saying, well you only paid for the report you didn't pay for us to answer your question, so

236

00:25:44.730 --> 00:25:46.650

Andrea Tillinghast: And yeah.

237

00:25:46.740 --> 00:25:53.400

Lisa Schaertl: It's like a lot of money, but we must have the data. It's a State law requirement. Therefore, I don't see that we have any choice.

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00:25:54.030 --> 00:25:54.900

Andrea Tillinghast: Yeah, so

239

00:25:56.310 --> 00:26:08.460

Randall Ott: Sorry. But I think you should for this year because it's January and they bill on a school year. We'd be paying for half the amount this year.

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00:26:08.820 --> 00:26:18.240

Randall Ott: For really the second half of this year, which would be about \$2100 and then we'll be billed again next year in next year's budget.

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00:26:20.580 --> 00:26:21.600

Andrea Tillinghast: Like \$4200

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00:26:21.690 --> 00:26:25.170

Randall Ott: Or the full amount which is comparable to what we used to pay. I think.

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00:26:25.200 --> 00:26:29.340

Andrea Tillinghast: Correct. Yeah, I think the last time we paid Mandarin was \$ 3850.

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00:26:29.970 --> 00:26:30.360

Randall Ott: Okay.

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00:26:32.160 --> 00:26:33.210

Andrea Tillinghast: So, it's close.

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00:26:34.980 --> 00:26:37.500

Andrea Tillinghast: I don't really see any other way around it.

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00:26:37.980 --> 00:26:38.340

Andrea Tillinghast: You know,

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00:26:39.570 --> 00:26:47.220

Lisa Schaertl: So, I think we have to go and do it. Is this something that requires a motion or do we just authorized Andrea to go ahead and make that purchase.

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00:26:49.680 --> 00:26:57.780

Randall Ott: I'm sorry, I was on mute. I think it's beyond what she's authorized for she's got a \$2,000 limit, is just over that. So, I think we have to authorize it.

250

00:27:00.390 --> 00:27:01.200

Lisa Schaertl: A motion please

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00:27:03.090 --> 00:27:09.060

Patricia Ayres: I move that would pay the \$2100 to Follett for services rendered.

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00:27:10.380 --> 00:27:12.090

Lisa Schaertl: Is it to Follett or BOCES?

Andrea Tillinghast: BOCES

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00:27:12.270 --> 00:27:16.260

Patricia Ayres: To BOCES, okay for the \$2,100 this year.

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00:27:16.530 --> 00:27:24.480

Lisa Schaertl: So, a motion from Pat Ayres to authorize payments of \$2,100 to BOCES for Follett support.

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00:27:26.880 --> 00:27:28.230

Lisa Schaertl: Is there any question or discussion?

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00:27:29.700 --> 00:27:30.450

Lisa Schaertl: All in favor?

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00:27:31.080 --> 00:27:31.380

Pat Ayres et. al: Aye

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00:27:33.420 --> 00:27:34.410

Lisa Schaertl: Are there any opposed?

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00:27:36.150 --> 00:27:37.650

Lisa Schaertl: None opposed. Motion carries.

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00:27:38.550 --> 00:27:42.900

Andrea Tillinghast: If you do want to see the, quote, it's in the directors' report file.

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00:27:43.800 --> 00:27:44.610

Lisa Schaertl: I did see it.

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00:27:44.670 --> 00:27:45.810

Andrea Tillinghast: Not much to see there.

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00:27:46.860 --> 00:27:47.970

Lisa Schaertl: Would anyone like to see it.

264

00:27:49.620 --> 00:27:49.950

Patricia Ayres: No,

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00:27:50.310 --> 00:27:50.640

Lisa Schaertl: Okay.

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00:27:52.260 --> 00:27:57.420

Andrea Tillinghast: Um, so I do have a couple of things I've listed under recommendations and announcements.

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00:27:58.620 --> 00:28:03.150

Andrea Tillinghast: Do you want to talk about this. The policies now or do you want to

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00:28:04.470 --> 00:28:07.290

Andrea Tillinghast: Do it with the policy meeting the policy committee.

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00:28:10.350 --> 00:28:12.150

Andrea Tillinghast: It's essentially that

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00:28:13.980 --> 00:28:21.780

Andrea Tillinghast: I'd like to move these three policies in transition them into procedures internal procedures because

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00:28:23.040 --> 00:28:30.330

Andrea Tillinghast: They're really more procedure based and this is what PLS is recommending I did make a few changes.

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00:28:31.440 --> 00:28:33.240

Andrea Tillinghast: To take out the FFCRA.

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00:28:35.850 --> 00:28:37.830

Lisa Schaertl: Okay,

Andrea Tillinghast: but they're essentially the same.

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00:28:40.140 --> 00:28:45.090

Andrea Tillinghast: Policies that we approved before they're just called the procedures now.

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00:28:46.290 --> 00:28:56.700

Lisa Schaertl: So, I think, I think I did put that in the policy committee report, but my main question would be you only listed three of the COVID 19 policies wouldn't it affect all of them?

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00:28:59.520 --> 00:29:18.810

Andrea Tillinghast: The way that all the rest of them read, we could do for all of them, but I was seeing it as these are really procedure based it's it, you know, step one, step two, step three, if this not that. That's the way that these contact tracing and the employee health screening read.

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00:29:19.200 --> 00:29:30.390

Lisa Schaertl: Let me, let me pull up the rest of the policies, because in addition the other 410 policies are rather procedure based, for example, quarantine library materials, cleaning disinfecting so  
278

00:29:31.110 --> 00:29:39.990

Lisa Schaertl: I think other than the disaster plan all of the 410 policies that Andrea wrote for contact tracing, for contactless check out for employee health screening.

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00:29:40.620 --> 00:29:52.410

Lisa Schaertl: For pandemic illness. I'm not sure about that one, but for PPE, for quarantining library materials, for cleaning and disinfecting, and sanitizing electronic devices are really internal procedures. I'm not sure about pandemic illnesses that

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00:29:54.000 --> 00:29:59.790

Andrea Tillinghast: That just is the steps that the library will take if a pandemic illness comes into the community.

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00:30:00.180 --> 00:30:15.540

Lisa Schaertl: So, I think that these all could be procedures and the difference between procedures and policies is, procedures are just something that the director writes and updates as necessary and tells us about as opposed to requiring us to write it and adopt it and then vote on changing it.

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00:30:16.830 --> 00:30:31.650

Lisa Schaertl: And I'm finding that we do have the disaster plan which overlaps with a lot of these, which is what was the cause for concern for me to have multiple policies addressing the same topic, leads to the potential for conflict so

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00:30:34.770 --> 00:30:43.500

Lisa Schaertl: Yeah, I don't mind. Where are procedures stored then Andrea, I mean policies are stored on our public website, where do people find procedures? Where do you store those?

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00:30:45.120 --> 00:30:55.710

Andrea Tillinghast: I don't have any other procedures that are written out except for the employee handbook, which is exactly step by step how to do this job and they've never been posted anywhere.

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00:30:55.830 --> 00:31:07.740

Lisa Schaertl: So, so that's just a question when we move these procedures, do I keep them on the website? Do we take them off the website and you keep them in the library...where? where did, where do people access them and refer to them?

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00:31:09.480 --> 00:31:13.770

Andrea Tillinghast: Well, I could see where people would want these on the website just

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00:31:15.120 --> 00:31:30.330

Andrea Tillinghast: If I make them into procedures, it frees me from getting them approved every single time, something changes and with this FFCRA and a paid family leave thing were going back and forth. And I was in the midst of modifying our paid family leave.

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00:31:32.430 --> 00:31:39.540

Andrea Tillinghast: And then now it just to find out that no it doesn't actually apply to public entities.

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00:31:40.560 --> 00:31:41.190

Andrea Tillinghast: So,

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00:31:41.880 --> 00:31:56.970

Lisa Schaertl: Well, that's the personnel policy which we need to keep this a policy. But yeah, the procedures for sanitizing and stuff. I don't see any reason that we'd have to have for board approval to change our sanitizing procedure, to change our quarantine procedure based on advice from PLS.

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00:31:58.200 --> 00:32:02.010

Patricia Ayres: Could it just be an addendum to the policies?

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00:32:03.570 --> 00:32:05.160

Lisa Schaertl: Or a separate section. Yeah, so

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00:32:05.160 --> 00:32:05.520

Lisa Schaertl: We have

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00:32:05.580 --> 00:32:11.130

Lisa Schaertl: We have policies and procedures here, we have all the policies and then at the end, we have procedures.

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00:32:11.280 --> 00:32:16.260

Pat Ayres: Right.

Lisa Schaertl: The only difference is that procedures are not required to be approved by the board.

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00:32:17.760 --> 00:32:21.720

Lisa Schaertl: or adopted by resolution, okay. I'm fine with that.

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00:32:27.240 --> 00:32:34.950

Lisa Schaertl: I'll move to task the library director to develop and implement procedures that meet the criteria and mandates as outlined by New York forward.

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00:32:35.340 --> 00:32:40.710

Lisa Schaertl: to operate safely and legally and in accordance with all executive orders, federal, state, and local laws as they relate to COVID 19.

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00:32:41.280 --> 00:32:56.550

Lisa Schaertl: The director will be responsible for adjusting those procedures as needed to keep the library in compliance with all of the preceding authorities. And the policies that will be converted to procedures are

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00:32:59.760 --> 00:33:03.090

Lisa Schaertl: 410 01 through 410 08

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00:33:06.240 --> 00:33:09.600

Lisa Schaertl: the disaster plan remains a policy that is subject to board approval.

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00:33:14.040 --> 00:33:17.400

Lisa Schaertl: So, we have that motion. Do you have any discussion?

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00:33:20.790 --> 00:33:31.680

Randall Ott: I thought that we did have a procedure folder in not on the library website. But in our shared drive for procedures, but really

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00:33:33.990 --> 00:33:47.310

Lisa Schaertl: I think that the trustees had started to write some board procedures, Randy, such as the procedure for hiring a director, the procedure for searching. So, I think we had procedures for trustees. Yes.

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00:33:47.910 --> 00:33:51.630

Randall Ott: Okay, so you wouldn't want to mix these in with it. You're saying or

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00:33:51.660 --> 00:33:56.370

Lisa Schaertl: I think not. I think these are more procedures that the director uses to

Randall Ott: Operations

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00:33:56.940 --> 00:34:01.140

Lisa Schaertl: advise employees what to do in operations. Yeah.

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00:34:04.950 --> 00:34:07.080

Lisa Schaertl: Okay, um. Any other discussion?

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00:34:11.130 --> 00:34:12.480

Lisa Schaertl: Okay. All in favor?

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00:34:13.290 --> 00:34:13.710

Patricia Ayres et. all: Aye

311

00:34:14.760 --> 00:34:15.630

Lisa Schaertl: Any opposed?

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00:34:17.370 --> 00:34:18.840

Lisa Schaertl: None opposed. Motion carries.

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00:34:22.560 --> 00:34:24.870

Andrea Tillinghast: Okay, I have received a

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00:34:26.010 --> 00:34:30.570

Andrea Tillinghast: Timeline and some decisions from trustees about cleaning the library space so

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00:34:32.370 --> 00:34:33.540

Andrea Tillinghast: That's been taken care of.

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00:34:35.610 --> 00:34:46.380

Andrea Tillinghast: In case you're wondering Pat Ayres was able to contact Tim Burns and find out that we should plan to budget for cleaning in the summer, but it appears that they're taking care of it right now.

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00:34:49.170 --> 00:34:54.180

Andrea Tillinghast: So that's good. I included this announcement, just because

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00:34:55.560 --> 00:35:01.680

Andrea Tillinghast: It's been repeated and posted in the PLS listserv several times in

319

00:35:02.850 --> 00:35:11.940

Andrea Tillinghast: It's about the deficit, the New York State is facing and how it's going to impact the upcoming budget for New York State.

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00:35:14.010 --> 00:35:21.180

Andrea Tillinghast: So, the state is in this \$15 billion deficit and even with these ideas of

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00:35:22.260 --> 00:35:30.990

Andrea Tillinghast: increasing taxes, legalizing marijuana, state sponsored sports betting, we still will be a shortfall for New York State.

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00:35:32.160 --> 00:35:35.310

Andrea Tillinghast: Unless there's a bailout from the federal government, but we don't know how much.

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00:35:36.360 --> 00:35:39.090

Andrea Tillinghast: So, this is to say that

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00:35:40.770 --> 00:35:48.600

Andrea Tillinghast: It will impact our library is that part of that state budget is for libraries and

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00:35:50.340 --> 00:36:03.210

Andrea Tillinghast: Our library system gets the majority of that state funding so they can deliver the services that we get from them like support for the automation IT delivery.

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00:36:04.230 --> 00:36:21.900

Andrea Tillinghast: The workshops, they run and if the system does not receive enough money from the state, what will the system have to cut or what will they have to turn around and build libraries for so I am announcing this to you so that if we are

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00:36:22.920 --> 00:36:40.650

Andrea Tillinghast: Having services cut from the system or we are in some sort of a situation where the system wants to bill us for things they bill us for before certain services, then this is where that's coming from. So, I'm giving you some time to get used to the idea in case

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00:36:41.760 --> 00:36:44.250

Andrea Tillinghast: In case, there's no federal bailout for the states.

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00:36:46.710 --> 00:36:47.220

Andrea Tillinghast: So,

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00:36:51.330 --> 00:37:10.110

Andrea Tillinghast: I did make some recommendations for budget modifications. So, you can see here, I don't know if this is how you want them, brought to you in the directors' report or how it should be. But we're about halfway through the year. And this is these are things I'm thinking.

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00:37:12.870 --> 00:37:19.140

Andrea Tillinghast: You know, we can move the money for from the budget allocation for advertising that \$5,000.

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00:37:20.400 --> 00:37:26.400

Andrea Tillinghast: We could move some of that to consulting to cover that Maynard HR.

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00:37:29.730 --> 00:37:33.150

Andrea Tillinghast: And some of that money for the BOCES automation.

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00:37:36.870 --> 00:37:38.370

Andrea Tillinghast: I don't know if you want to talk about these.

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00:37:38.430 --> 00:37:38.850

Andrea Tillinghast: Um,

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00:37:38.940 --> 00:37:39.960

Andrea Tillinghast: I do by item.

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00:37:40.680 --> 00:37:48.480

Lisa Schaertl: So, Umm, probably should do this in finance committee and then just bring the recommendations to the board, but since it's here now, we should do it now.

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00:37:50.670 --> 00:37:52.500

Lisa Schaertl: You're going to need some advertising.

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00:37:53.520 --> 00:37:58.380

Lisa Schaertl: In the spring for the budget vote so you can't move all that.

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00:38:09.330 --> 00:38:13.950

Andrea Tillinghast: None of these are things that we must decide on right now. Okay.

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00:38:14.100 --> 00:38:21.000

Lisa Schaertl: So, I would suggest them take these to the Finance Committee and make those recommendations and changes.

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00:38:24.240 --> 00:38:33.150

Randall Ott: Yeah, we can talk about them, but I don't see. I don't see a problem with them, except the maybe the advertising. But then we can bring them

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00:38:33.870 --> 00:38:43.470

Randall Ott: But this gives everybody a good view of it and then we can approve them in February. Is that what you're thinking?

Lisa Schaertl: Right.

Randall Ott: Yeah, as long as Andrea says we don't need to do them today.

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00:38:44.460 --> 00:38:55.350

Andrea Tillinghast: No, it's just, you know, I was trying to figure out, how would I get the money for both these automations when they're for the Follett support if there's nothing on that line right now.

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00:38:56.970 --> 00:39:06.090

Andrea Tillinghast: Or how to cover that overage that we have right now because of the ALA membership and the Dues and Subscriptions they that line needs money.

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00:39:07.500 --> 00:39:18.090

Andrea Tillinghast: So that, that's sort of where I started thinking, I knew we had to figure out where we're going to get the money for the Maynard HR and that we had figure out how to

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00:39:19.140 --> 00:39:21.810

Andrea Tillinghast: Shift some money for the BOCES automation.

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00:39:22.860 --> 00:39:30.690

Andrea Tillinghast: So, but, I mean, there's no rush. It will just look as if those lines are out of balance, until we fix this.

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00:39:31.080 --> 00:39:39.480

Randall Ott: Yeah, I don't. I think these will probably be fine. Maybe it's a little tweak and then but this gives people a heads up before February. Okay.

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00:39:40.020 --> 00:39:46.440

Jan Boor: Well, and if it makes a difference. Last year, you spent more than the budgeted amount in advertising.

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00:39:48.840 --> 00:39:50.820

Jan Boor: It was a \$5,000 budget for the 2019/2020 year.

352

00:39:52.590 --> 00:39:55.470

Jan Boor: Year, and you actually spent \$6,100.

353

00:39:55.620 --> 00:39:58.530

Lisa Schaertl: Yeah, that was, that was an extenuating circumstance.

354

00:39:58.740 --> 00:39:59.040

Jan Boor: Okay.

355

00:40:00.690 --> 00:40:05.190

Andrea Tillinghast: The billing got all mixed up with things for the friends and it was, you know,

356

00:40:05.580 --> 00:40:09.060

Lisa Schaertl: And it was it was weekly advertising for programs which we have not done.

357

00:40:09.570 --> 00:40:11.310

Jan Boor: Yeah, it looks like a lot more.

358

00:40:12.270 --> 00:40:17.940

Jan Boor: There was one large one, which is I would guess was the actual budget that was like \$1,700.

359

00:40:20.640 --> 00:40:21.060

Lisa Schaertl: Advertising.

360

00:40:21.120 --> 00:40:23.130

Jan Boor: Advertisement and legal posting. Mm hmm.

361

00:40:24.120 --> 00:40:26.760

Andrea Tillinghast: Yeah, the legal posting is what always costs the most.

362

00:40:27.600 --> 00:40:28.680

Lisa Schaertl: Yes, we should reduce.

363

00:40:28.920 --> 00:40:30.030

Randall Ott: For that at least

364

00:40:30.600 --> 00:40:30.960

And

365

00:40:32.010 --> 00:40:44.190

Lisa Schaertl: Thinking about that. Another unplanned expense, you might have related to the budget vote would be ballots. Yeah, last year, the school, We weren't charged anything because we went out with the school's ballots. Hopefully we can do it again, but

366

00:40:46.200 --> 00:40:48.660

Andrea Tillinghast: Yeah, yeah. I've been thinking about that. Okay.

367

00:40:50.010 --> 00:40:52.680

Lisa Schaertl: So, there might be expenses related to the budget vote.

368

00:40:53.820 --> 00:40:57.870

Andrea Tillinghast: Okay, well, I will look at this again to see where I can

369

00:40:58.950 --> 00:41:00.840

Andrea Tillinghast: Shift the money instead of with advertising.

370

00:41:02.160 --> 00:41:13.410

Lisa Schaertl: Very good. And you've got a finance committee meeting coming up in February, right? mainly to talk about next year's budget, but you can spend a little time talking about reconciling this year's budget.

Andrea Tillinghast: Yeah, yeah.

371

00:41:14.880 --> 00:41:18.810

Lisa Schaertl: Reconciling is the wrong word. But, you know,

Andrea Tillinghast: yeah

Lisa Schaertl: okay.

372

00:41:19.170 --> 00:41:24.300

Andrea Tillinghast: Modifying it. So and then I just included a list of

373

00:41:24.330 --> 00:41:26.250

Andrea Tillinghast: The books that we're doing for the book discussion.

374

00:41:27.390 --> 00:41:35.550

Andrea Tillinghast: We had a pretty good time at our death and life of the Great Lakes last week because guy from Evanston, Illinois.

375

00:41:37.050 --> 00:41:42.180

Andrea Tillinghast: joined our discussion. So, he lives right there on lake Michigan.

376

00:41:43.320 --> 00:41:57.240

Andrea Tillinghast: And so, he grew up fishing with his father and his grandfather. So that was that was kind of cool. You know, because anyone can attend these virtual discussions and I don't know, I just thought was pretty cool.

377

00:41:59.460 --> 00:42:10.140

Andrea Tillinghast: So, these are some of the ones that are coming up. I chose you know variety of things. And feel free to join us if you'd like.

378

00:42:13.560 --> 00:42:13.800

Lisa Schaertl: Okay.

379

00:42:15.000 --> 00:42:19.380

Andrea Tillinghast: That's all I really have for you now.

Patricia Ayres: Dubliners was a good choice for St. Patrick's Day.

380

00:42:19.710 --> 00:42:23.340

Andrea Tillinghast: Yeah, we're gonna focus on the dead. Yeah. The last story.

381

00:42:26.820 --> 00:42:32.760

Lisa Schaertl: Any questions for Andrea about anything in the directors' report or would you like to talk about statistics?

382

00:42:34.200 --> 00:42:36.300

Andrea Tillinghast: Yeah, let's take a look at the statistics.

383

00:42:37.320 --> 00:42:46.470

Andrea Tillinghast: So, in this folder. There's a lot of statistics because we just got some of them from the end of the year. But if you look at the one that's in-house library usage.

384

00:42:48.990 --> 00:42:49.470

Andrea Tillinghast: So,

385

00:42:50.940 --> 00:43:07.170

Andrea Tillinghast: I had Patsy put this together for me, just so we can take a look. Where have we been going since July with the number of people that are actually using library, either coming in to pick up curbside pickup or utilizing library in house.

386

00:43:10.320 --> 00:43:10.890

Andrea Tillinghast: So,

387

00:43:12.000 --> 00:43:14.400

Andrea Tillinghast: This is quite a different number than what we're used to.

388

00:43:16.860 --> 00:43:32.670

Andrea Tillinghast: So just so you have an idea, because even if you come in here, you know, Randy was here last week. And he's like, oh, it's pretty busy right now and that sometimes it just isn't and like I've been saying this is the normal

389

00:43:33.780 --> 00:43:40.470

Andrea Tillinghast: Of what public libraries are experiencing. But if you want to see the actual numbers here they are. This is, this is.

390

00:43:41.040 --> 00:43:41.370

Andrea Tillinghast: Real

391

00:43:42.660 --> 00:43:46.590

Andrea Tillinghast: And then if we look at the statistics. Again, we can go back in that folder.

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00:43:48.660 --> 00:43:54.570

Andrea Tillinghast: And then if you look at our programming statistics. So, there's a lot here because I had to gather a lot.

393

00:43:55.950 --> 00:44:03.180

Andrea Tillinghast: For the annual report, but if you're curious, how many people have been viewing the story time.

394

00:44:04.590 --> 00:44:14.100

Andrea Tillinghast: That was done on YouTube or, you know, she does another story time on Facebook live, what kind of attendance is that been getting.

395

00:44:16.170 --> 00:44:23.910

Andrea Tillinghast: If we go down a little further, you can see a lot of these programs that were our core.

396

00:44:25.620 --> 00:44:27.300

Andrea Tillinghast: For the school age kids.

397

00:44:28.680 --> 00:44:35.250

Andrea Tillinghast: You know, we can't really offer them online and the ones that we have been offering not great attendance.

398

00:44:36.330 --> 00:44:40.620

Andrea Tillinghast: But we're competing with the fact that they're online every day.

399

00:44:42.330 --> 00:44:43.050

Andrea Tillinghast: For school

400

00:44:46.050 --> 00:44:49.410

Andrea Tillinghast: I guess it and it goes pretty well on Saturday afternoons.

401

00:44:50.670 --> 00:45:01.350

Andrea Tillinghast: But a lot of our other adult programming, just we did some gardening programs this summer, and I did the quarantine book club.

402

00:45:03.810 --> 00:45:10.200

Andrea Tillinghast: This is to prepare you for when I give you the annual report that I do for New York State, and you

403

00:45:11.550 --> 00:45:22.440

Andrea Tillinghast: Prepare yourself for very different numbers. I know that you probably know this, but even as I put this together. Still, it shocks me. It shocked me.

404

00:45:25.290 --> 00:45:28.110

Andrea Tillinghast: But I guess there's no where we can go but up.

405

00:45:29.340 --> 00:45:30.150

Lisa Schaertl: Well, it's pandemic.

406

00:45:30.780 --> 00:45:31.080

Andrea Tillinghast: Yeah.

407

00:45:32.130 --> 00:45:32.490

Patricia Ayres: Right.

408

00:45:35.310 --> 00:45:35.610

Lisa Schaertl: Okay.

409

00:45:35.790 --> 00:45:37.410

Andrea Tillinghast: And some of them may surprise you.

410

00:45:37.950 --> 00:45:46.710

Andrea Tillinghast: Like wow 132 people viewed that virtual Storytime she did on YouTube. That's not bad, considering the size of our community.

411

00:45:48.240 --> 00:45:53.190

Andrea Tillinghast: So, there are those statistics. There are statistics in that same folder for

412

00:45:53.730 --> 00:46:02.910

Andrea Tillinghast: Number of items borrowed, interlibrary loan. If you want to look deeply into those, but these are two reports. I haven't showed shown you before the in-house library usage.

413

00:46:03.360 --> 00:46:10.950

Andrea Tillinghast: And these more detailed programming statistics, when you put the programming statistics alongside with those.

414

00:46:12.780 --> 00:46:17.850

Andrea Tillinghast: Their statistics from Facebook and you could see how much interaction, the page gets.

415

00:46:19.500 --> 00:46:23.490

Andrea Tillinghast: It's not programs, but they are interacting interacting with

416

00:46:25.140 --> 00:46:26.040

Andrea Tillinghast: What we post

417

00:46:31.440 --> 00:46:32.400

Andrea Tillinghast: 498 times

418

00:46:35.490 --> 00:46:36.600

Andrea Tillinghast: One post was viewed

419

00:46:38.340 --> 00:46:40.200

Andrea Tillinghast: Or number of people that have liked your page.

420

00:46:43.920 --> 00:46:45.030

Andrea Tillinghast: That's pretty interesting.

421

00:46:46.230 --> 00:46:47.850

Andrea Tillinghast: Number of people engaged.

422

00:46:49.980 --> 00:46:54.030

Andrea Tillinghast: 188 people on December 1 that's that's pretty good.

423

00:46:55.920 --> 00:47:04.590

Andrea Tillinghast: You know, I miss having the merchandiser which is where the majority of our advertising money went, but it's it's a lot of people.

424

00:47:06.570 --> 00:47:08.580

Andrea Tillinghast: So, for what it's worth.

425

00:47:09.300 --> 00:47:18.120

Lisa Schaertl: We should, it's working great. And we need to continue it. But we also need to think about reaching people who don't use and won't use Facebook.

Andrea Tillinghast: Mm hmm. Yeah.

426

00:47:19.050 --> 00:47:25.230

Andrea Tillinghast: I get reminded of that regularly because I've got one person on staff that doesn't use it.

427

00:47:26.610 --> 00:47:31.440

Lisa Schaertl: So, you have the E newsletter. I think that we could use some cleanup and some

428

00:47:33.180 --> 00:47:46.290

Lisa Schaertl: Modernization as well. So, we haven't grown our list on the newsletter for a while. But

Andrea Tillinghast: yeah,

Lisa Schaertl: okay, good. So, any other questions or things to mention on directors' reports?

429

00:47:48.600 --> 00:47:50.910

Lisa Schaertl: All right, move along to

430

00:47:53.130 --> 00:47:54.180

Lisa Schaertl: Finance.

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00:48:00.420 --> 00:48:05.880

Randall Ott: So, we met last week. Or last month, and we're going to meet again.

432

00:48:07.440 --> 00:48:10.410

Randall Ott: In February, February 8 so

433

00:48:10.440 --> 00:48:24.090

Randall Ott: At this time in the winter, the finance committee really becomes the Budget Committee and so Andrea prepared a budget back in December that we examined in our January meeting as her first draft.

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00:48:25.710 --> 00:48:37.890

Randall Ott: You know we have a lot of discussion. She's as she mentioned, she's made some changes. So, her second draft is available. If you want to look at it will discuss that and tweak it, maybe a little more.

435

00:48:38.940 --> 00:48:49.260

Randall Ott: At our February meeting. And then, as I mentioned already are. My hope is that we'll be able to bring that to you as a as a

436

00:48:50.730 --> 00:48:59.100

Randall Ott: As a draft or a final draft in February, I would like us to be able to act on the budget in March.

437

00:49:00.120 --> 00:49:03.480

Randall Ott: At this point, I don't. I haven't heard of any delays are

438

00:49:05.040 --> 00:49:17.370

Randall Ott: So, we're looking for a budget vote in May at this time. So, we need to have a budget presented to the public at our march meetings. So that's kind of our timeline and

439

00:49:19.110 --> 00:49:21.690

Randall Ott: So that's, that's really where we're at.

440

00:49:23.910 --> 00:49:28.740

Randall Ott: And Andrea already mentioned the aspect of the cleaning issue that was discussed and

441

00:49:31.440 --> 00:49:32.100

Randall Ott: So,

442

00:49:34.440 --> 00:49:45.480

Randall Ott: If you have any comments, please feel free to add them to Andrea's budget draft 2 and then we'll talk about them at the meeting in, at our meeting in February.

443

00:49:48.630 --> 00:49:49.200

Lisa Schaertl: Questions?

444

00:49:53.040 --> 00:49:53.310

Lisa Schaertl: Okay.

445

00:49:56.220 --> 00:49:56.880

Lisa Schaertl: I'll see

446

00:49:58.410 --> 00:49:59.580

Lisa Schaertl: Um.

447

00:50:02.760 --> 00:50:05.040

Lisa Schaertl: I thought I had a policy report up

Patricia Ayres: You did

448

00:50:06.540 --> 00:50:08.160

Lisa Schaertl: No we didn't have a policy meeting.

449

00:50:09.150 --> 00:50:10.170

Patricia Ayres: Oh

450

00:50:12.090 --> 00:50:24.330

Lisa Schaertl: The policy committee didn't have a meeting since our last board meeting, but we did have, we do have a policy for second reading and board action. This is a general personnel policy that Andrea was mentioning, we worked on.

451

00:50:25.470 --> 00:50:26.940

Lisa Schaertl: The specifically

452

00:50:28.290 --> 00:50:29.670

Lisa Schaertl: The section here sick leave

453

00:50:30.690 --> 00:50:39.870

Lisa Schaertl: paid sick leave. And as it turned out in the December meeting I said we actually gave our part time employees more sick leave. And that was an error. We didn't

454

00:50:40.740 --> 00:50:49.740

Lisa Schaertl: This section really is just reworded. Our old policy was two weeks of sick leave for part time employees based on average hours worked per week.

455

00:50:50.010 --> 00:50:58.920

Lisa Schaertl: And with this change, we simply said 35 hours, assuming that they work in average they were about 35 hours. So, it simplifies it to just 35 hours.

456

00:50:59.790 --> 00:51:11.340

Lisa Schaertl: This the actual change to this, in italic, paid sick leave is granted to all employees on January 1 for the calendar year, as opposed to accruing it as they go.

457

00:51:11.850 --> 00:51:27.090

Lisa Schaertl: So that's the main change and other changes are just changing from number of weeks of paid sick leave to number of hours of paid sick leave, as that is the way the staff tracks how they work.

458

00:51:31.020 --> 00:51:39.210

Lisa Schaertl: So. This was presented for first reading, last month. So, this month I'm looking for a motion to adopt the revised 300-1 general personnel policy.

459

00:51:40.530 --> 00:51:41.190

Patricia Ayres: I'll move

460

00:51:42.060 --> 00:51:49.140

Lisa Schaertl: A motion from Pat Ayres to adopt revise 300-1 general personnel policy. All in favor? or is there any discussion?

461

00:51:51.570 --> 00:51:52.320

Lisa Schaertl: All in favor.

462

00:51:52.890 --> 00:51:53.220

Patricia Ayres et. al: Aye.

463

00:51:54.810 --> 00:51:55.800

Lisa Schaertl: Any opposed?

464

00:51:57.900 --> 00:52:04.380

Lisa Schaertl: Hearing none, the motion carries. Right, facilities report or is there is there any other policy questions?

465

00:52:05.910 --> 00:52:06.240

Lisa Schaertl: Okay.

466

00:52:07.650 --> 00:52:10.230

Lisa Schaertl: Um facilities report.

467

00:52:10.590 --> 00:52:10.950

Pat Ayres: No.

468

00:52:14.340 --> 00:52:15.780

Lisa Schaertl: Pat do you have anything to report?

469

00:52:16.320 --> 00:52:19.830

Patricia Ayres: No, I do not. Okay, Andrea pretty much did everything.

470

00:52:20.790 --> 00:52:24.870

Lisa Schaertl: Okay, yeah, there's some facilities covered in our directors' report.

471

00:52:26.010 --> 00:52:30.780

Lisa Schaertl: Personnel Committee report Kim Sutter

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00:52:32.190 --> 00:52:42.480

Kimberly Sutter: That'd be me. So, Andrea's one-year civil service probationary period ended January 13 2021, so she's now a permanent employee.

473

00:52:44.550 --> 00:52:47.520

Kimberly Sutter: The paperwork will be filed with the Ontario county HR.

474

00:52:48.240 --> 00:52:49.710

Lisa Schaertl: Yay congratulations

475

00:52:53.730 --> 00:52:54.510

Andrea Tillinghast: I feel good about it.

476

00:52:56.130 --> 00:52:56.670

Kimberly Sutter: That's good.

477

00:52:57.870 --> 00:53:15.270

Kimberly Sutter: The report from independent HR consultant Maynard HR regarding personal issues between school district staff and the RJCLJ. Oh, sorry, was received on December 21, 2020. The Personnel Committee has reviewed it and has formulated a plan for the next steps.

478

00:53:17.040 --> 00:53:31.320

Kimberly Sutter: And some of the actions that are being taken. So, we met with the director to review the summary of the report and built some check in meetings throughout the weeks coming just to see how everything is going to see if any support we lended.

479

00:53:33.090 --> 00:53:44.700

Kimberly Sutter: We have contacted the Board of Education to set a time to review summary report and re-engage in joint collaborate collaboration of facilities. Still progressing.

480

00:53:46.500 --> 00:53:55.950

Kimberly Sutter: Some of the next steps, we're planning to meet with the Board of Education to discuss the report and work on developing relationships for more productive and succinct interactions.

481

00:53:56.550 --> 00:54:03.300

Kimberly Sutter: And has been recommended that both parties involved in the claim improve communication and that's some training on both ends is needed.

482

00:54:05.220 --> 00:54:22.830

Kimberly Sutter: So, to do our part and to follow up on previous performance review suggestions we are looking into communication training courses such as that Andrea had mentioned earlier that she signed up for February and then again the weekly meetings and biweekly between myself.

483

00:54:23.910 --> 00:54:30.810

Kimberly Sutter: Pat and the director occur as just to check in to see how again how things are going. What support we can lend.

484

00:54:32.730 --> 00:54:33.990

Kimberly Sutter: And whatnot.

485

00:54:35.610 --> 00:54:36.870

Kimberly Sutter: Any questions?

486

00:54:40.980 --> 00:54:46.920

Lisa Schaertl: We're still waiting back from the Board of Education for a time to meet, for you to meet with them

487

00:54:48.870 --> 00:54:50.400

Kimberly Sutter: I believe so. Pat That would be

488

00:54:54.750 --> 00:54:55.260

Lisa Schaertl: What's that

489

00:54:56.130 --> 00:55:03.240

Kimberly Sutter: I was asking actually questioning Pat because Pat had been the one that was in communication with the Board of Ed.

Patricia Ayres: Well, yeah.

490

00:55:03.810 --> 00:55:05.640

Patricia Ayres: Since Lisa's letter.

491

00:55:07.320 --> 00:55:13.740

Patricia Ayres: That set out the message that they requested that we give them. I have not heard back.

492

00:55:14.040 --> 00:55:19.470

Lisa Schaertl: So, could you follow up with them. And so the mentioned letters' in the correspondence folder.

493

00:55:20.790 --> 00:55:21.930

Lisa Schaertl: There's a

494

00:55:23.160 --> 00:55:31.980

Lisa Schaertl: Well, you can read that. That there's a letter to us from the board saying they want to meet, but they want the full Maynard HR report and

495

00:55:32.580 --> 00:55:40.710

Lisa Schaertl: You know, we basically reply back saying we can't do that because of privacy concerns. So when can we meet. So, Pat needs to follow up and say, when can we meet.

496

00:55:43.440 --> 00:55:44.040

Lisa Schaertl: Right.

497

00:55:48.420 --> 00:55:50.190

Lisa Schaertl: Anything else on personnel? Any questions?

498

00:55:52.890 --> 00:56:02.820

Lisa Schaertl: Okay, long range planning. Peggy, maybe we're going to start in February, is that... we had deferred to February for long range planning. Is that something that we think we should take on now or

499

00:56:03.990 --> 00:56:09.090

Peggy: We can try. I can try to set up a date and I'd have to do it more toward the end of the month.

500

00:56:11.940 --> 00:56:18.930

Lisa Schaertl: How do trustees feel? I mean, I think that it's important that we do long range planning, but I just feel like it's it's just kind of a

501

00:56:21.030 --> 00:56:26.550

Lisa Schaertl: Very difficult thing to do long range planning in the middle of a pandemic with a budget and maybe.

502

00:56:26.880 --> 00:56:29.280

Peggy: We can hold off longer it's fine with me.

503

00:56:29.520 --> 00:56:29.910

Lisa Schaertl: Okay.

504

00:56:30.780 --> 00:56:32.280

Peggy: I don't have a problem with that.

505

00:56:32.340 --> 00:56:35.070

Lisa Schaertl: I think it makes more sense, I think, to kind of wait and see how things

506

00:56:35.070 --> 00:56:36.300

Lisa Schaertl: Go in the spring and

507

00:56:37.170 --> 00:56:40.380

Peggy: What month. What month are you looking at, so I have an idea.

508

00:56:41.430 --> 00:56:42.720

Lisa Schaertl: When the pandemics over

509

00:56:43.320 --> 00:56:43.590

Peggy: Okay. That could be awhile

510

00:56:45.360 --> 00:56:47.790

Peggy: Okay, that could be another year.

511

00:56:47.940 --> 00:56:51.660

Lisa Schaertl: I know so you let's revisit it in May after the budget vote.

512

00:56:53.370 --> 00:57:00.630

Lisa Schaertl: And I would like to have our long-range planning well underway before we put budgets up for votes, but I just don't think that it makes sense.

513

00:57:02.400 --> 00:57:09.210

Andrea Tillinghast: When we went to the training with PLS they gave us a method sort of as a band aid to try to do long range planning.

514

00:57:10.590 --> 00:57:12.180

Andrea Tillinghast: Would you end up with is a

515

00:57:13.680 --> 00:57:18.360

Andrea Tillinghast: Not a great plan, but a plan where you'll be able to say yes, we have a plan.

516

00:57:18.600 --> 00:57:19.410

Andrea Tillinghast: Well, otherwise.

517

00:57:19.980 --> 00:57:20.760

Lisa Schaertl: Have a plan.

518

00:57:20.880 --> 00:57:23.310

Andrea Tillinghast: Yeah, we have. It's not like we're out of date.

519

00:57:23.400 --> 00:57:31.350

Andrea Tillinghast: Or we don't have anything in place. Otherwise, it just feels a lot like you are throwing darts and you don't even know if there's the dartboard over there.

520

00:57:31.830 --> 00:57:44.400

Lisa Schaertl: Right. Exactly. I mean, we have a long-range plan in place that made some assumptions about the way the world looked before the pandemic and the way library looked before the pandemic and let's keep waiting. Let's revisit in May.

521

00:57:44.850 --> 00:57:45.180

Peggy: Okay.

522

00:57:47.250 --> 00:57:50.550

Lisa Schaertl: All right. Are there any report from the nominations committee?

523

00:57:52.350 --> 00:57:54.420

Patricia Ayres: No, except that

524

00:57:55.680 --> 00:58:03.450

Patricia Ayres: We will probably need some money for advertising, if we are going to advertise that the one position is open.

525

00:58:05.760 --> 00:58:08.760

Patricia Ayres: That's the only thing I can see that we're going to need.

526

00:58:09.870 --> 00:58:13.530

Patricia Ayres: Other than to just get the publicity out and all of that.

527

00:58:15.000 --> 00:58:18.450

Patricia Ayres: But this because we have to probably

528

00:58:19.620 --> 00:58:27.240

Patricia Ayres: Put out the position, even though we've got somebody that wants to fill it. I hope Kim .

529

00:58:31.170 --> 00:58:31.710

Kimberly Sutter: Yes.

530

00:58:33.030 --> 00:58:35.010

Patricia Ayres: Okay. All right. All right.

531

00:58:35.610 --> 00:58:37.050

Andrea Tillinghast: What position do you mean?

532

00:58:39.030 --> 00:58:39.480

Lisa Schaertl: An opening on the board, Kim's

533

00:58:41.640 --> 00:58:42.930

Andrea Tillinghast: Does she mean the cleaning

534

00:58:44.220 --> 00:58:44.850

Andrea Tillinghast: Position.

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00:58:46.260 --> 00:58:49.980

Kimberly Sutter: Position comes up for vote again in June 2021

Patricia Ayres: So, May

536

00:58:51.330 --> 00:58:52.740

Kimberly Sutter: Yeah yeah

537

00:58:54.000 --> 00:59:10.920

Lisa Schaertl: Well, again, given that, given that Kim has served one year to complete somebody, an open term and is willing to run again. Yeah, I don't think that we need to put money into advertising, but I think we definitely put effort into advertising.

Patricia Ayres: Okay

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00:59:11.370 --> 00:59:14.040

Lisa Schaertl: that there's an opening on the board of trustees, so

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00:59:14.880 --> 00:59:15.300

Patricia Ayres: All right.

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00:59:15.570 --> 00:59:15.840

Patricia Ayres: And

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00:59:17.490 --> 00:59:18.120

Patricia Ayres: Our mode of

542

00:59:19.260 --> 00:59:21.420

Patricia Ayres: Advertising now is just Facebook.

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00:59:22.410 --> 00:59:28.530

Lisa Schaertl: All the free ways we know about, Facebook and in the newsletter and

544

00:59:29.790 --> 00:59:31.590

Andrea Tillinghast: See if the penny saver picks it up?

545

00:59:31.830 --> 00:59:39.990

Lisa Schaertl: Just gotta be a notice and there's a notice a section. But yeah, I noticed you succeeded. Once to get the Penny saver to publish our, our information maybe we can get them to publish it again.

546

00:59:40.620 --> 00:59:43.740

Jan Boor: Did you, could you ask the villages to include it in the newsletter?

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00:59:44.070 --> 00:59:47.220

Lisa Schaertl: Yeah, there's time. Yeah, that would be a good thing to do.

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00:59:49.320 --> 00:59:50.160

Patricia Ayres: We might

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00:59:50.880 --> 00:59:54.960

Lisa Schaertl: We can ask. And people still do go into bliss. You know, so that that bulletin board is still there.

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00:59:55.080 --> 00:59:57.840

Patricia Ayres: Oh yeah, yeah, yeah.

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00:59:58.410 --> 00:59:59.460

Lisa Schaertl: So. We'll get the word out that way.

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00:59:59.490 --> 01:00:08.130

Patricia Ayres: Doesn't one of the freebie advertiser type things have a column or community things.

553

01:00:09.510 --> 01:00:10.590

Lisa Schaertl: Yeah, community events but I'm not sure

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01:00:12.510 --> 01:00:16.230

Patricia Ayres: Penny saver. Or there's another one too. And then

555

01:00:17.730 --> 01:00:22.320

Jan Boor: There's the Finger Lakes. What is it town crier or something like that?

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01:00:22.380 --> 01:00:23.460

Patricia Ayres: Yeah yeah

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01:00:23.550 --> 01:00:23.940

Patricia Ayres: I'll look

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01:00:24.960 --> 01:00:34.350

Lisa Schaertl: Okay, so you'll look at ways to publicize the opening on the board of trustees, and Kim you know, I think that we've got again.

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01:00:36.720 --> 01:00:47.550

Lisa Schaertl: Revised rules about how you get petitions circulated last year they waived the requirement to circulate petitions, given the pandemics. So, we'll just stay tuned as to what's required.

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01:00:49.140 --> 01:00:58.350

Andrea Tillinghast: I'm sure as it gets closer to the normal time libraries have their votes we'll start hearing a lot more information and that usually is end of

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01:00:59.370 --> 01:01:04.050

Andrea Tillinghast: April. But, you know, we'd need to know before that for legal notices so

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01:01:05.160 --> 01:01:07.650

Lisa Schaertl: If you do end up having to get petitions, you've got

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01:01:08.670 --> 01:01:10.560

Lisa Schaertl: At least six people here who can get

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01:01:10.590 --> 01:01:15.330

Lisa Schaertl: Two people sign up for you, without you having to go door to door and pandemics so you'll be okay.

Kimberly Sutter: Okay.

565

01:01:16.950 --> 01:01:21.780

Patricia Ayres: Another detail is the fact that our budget is usually the first Monday in May.

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01:01:22.440 --> 01:01:36.240

Patricia Ayres: Now we don't know what the budget situation is going to be for the schools and stuff and whether or not it's going to be now or in person and all of that. So, we've got that to figure out. Once we get closer to the time to

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01:01:36.330 --> 01:01:38.580

Lisa Schaertl: And just have to stay tuned.

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01:01:39.090 --> 01:01:39.450

Patricia Ayres: Yep.

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01:01:39.720 --> 01:01:44.190

Lisa Schaertl: It's gonna be a lot of flexibility like last year, last time, at least we'll have been through it once before.

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01:01:44.460 --> 01:01:45.090

Patricia Ayres: Right, right.

571

01:01:46.920 --> 01:01:47.310

Lisa Schaertl: Okay.

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01:01:49.050 --> 01:01:56.970

Lisa Schaertl: I had to. I should have reported on the ad hoc committee, we had an ad hoc committee on data security and privacy and that work was completed.

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01:01:57.420 --> 01:02:07.890

Lisa Schaertl: A couple months ago. So, the committee is hereby dissolved. I never dissolved the committee, even though our work was done. That was the committee that worked with the school to make sure that we

574

01:02:09.180 --> 01:02:16.290

Lisa Schaertl: Had an acceptable policy on data security and privacy and that we signed their,  
575

01:02:17.580 --> 01:02:19.500

Lisa Schaertl: I think was a vendor contract or a  
576

01:02:19.710 --> 01:02:24.270

Andrea Tillinghast: Yeah

Lisa Schaertl: so that was the committee's work and that was finished a couple months ago. So that  
committee's now dissolved.

577

01:02:27.780 --> 01:02:40.140

Lisa Schaertl: unfinished business. So, we have all of our trustees except one has completed the required  
sexual harassment training, but since she's not here tonight we don't have any action on this item.

578

01:02:41.430 --> 01:02:41.940

Lisa Schaertl: Finally,

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01:02:43.290 --> 01:02:54.240

Lisa Schaertl: I had said in my email out reminding people of the meeting that I wanted for new business  
to just have a Q & A session for the newer trustees kind of an "ask us anything."

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01:02:55.050 --> 01:03:02.400

Lisa Schaertl: I know that we move pretty fast. Sometimes in our meetings and especially since they're  
virtual there's really not a lot of there's no time for

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01:03:02.820 --> 01:03:14.220

Lisa Schaertl: Casual, what does this mean, what are we doing here? So why don't we just open it up to  
new trustees to ask questions about what it is we're doing, anything, any questions you have?

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01:03:15.960 --> 01:03:19.170

Lisa Schaertl: How we work, what our roles and responsibilities are.

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01:03:23.250 --> 01:03:24.720

Lisa Schaertl: We're looking at you Kim and Dustine.

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01:03:28.830 --> 01:03:30.120

Dusty Mullen: I'm sure I'll have questions along the way.

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01:03:34.530 --> 01:03:37.710

Andrea Tillinghast: Ice Rink is open at Bud Park.

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01:03:38.550 --> 01:03:39.210

Yeah.

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01:03:43.080 --> 01:03:43.860

Andrea Tillinghast: That's pretty cool.

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01:03:44.400 --> 01:03:44.880

Lisa Schaertl: It is cool.

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01:03:46.290 --> 01:03:55.350

Lisa Schaertl: Okay, well, we'll just keep going and I'm trying to remind myself to sometimes slow down and explain what it is we're doing before we just launched in and do it and ask you to vote on it, but  
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01:03:57.480 --> 01:04:03.480

Lisa Schaertl: It'll get easier when we're able to meet in person. And we can look across the table and see the panic and fear in your eyes

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01:04:07.920 --> 01:04:08.310

Lisa Schaertl: All right.

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01:04:10.950 --> 01:04:12.660

Lisa Schaertl: All right, is there any other new business?

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01:04:15.810 --> 01:04:23.100

Lisa Schaertl: There being none that I will call the meeting adjourned at 807 and I will stop recording.