

## Tupper Lake Public Library Board of Trustees Meeting Minutes

**April 15, 2020 (via WebEx video conference)**

**Call to order** by Mike Farkas at 2:05 pm.

**Attendance:** Trustees: Mike Farkas, Harriet Connelly, Rick Bujold, Rick Wilburn, Bob Guiney, Library Director: Ben Gocker

**Public Comments:** None

**Minutes** of meeting of March 3rd - motion by Rick Wilburn, second by Harriet to approve. All in favor. (5-0)

### **Financial Report:**

- Board reviewed income and expense figures through the end of March, which is 75% of the library's fiscal year.
- Suggestion was made that the library contact the Adirondack Foundation and request a distribution from the Mary Stewart Fund. The library is entitled to a modest distribution annually and has not yet done so.
- Question was raised as to the accuracy of the retirement contribution listed on the report. Ben will contact Dan Bower of Tupper Lake Central School and get clarification.
- Harriet recommended that the library approach the Adirondack Foundation and request a grant to assist the library bolster income. These funds could help offset revenue streams which have disappeared due to coronavirus restrictions. Grants in the range of \$1,000 - \$10,000 are currently available. Ben will follow up with this and also explore new avenues for funding.
  - Motion by Harriet, second by Rick Wilburn to accept the financial report. All in favor. (5-0)

### **Bills and Payroll Report:**

- Ben apologized for not including the most recent spreadsheet of payroll and bills in the information provided for the meeting. He will get it to members after the meeting.
- At a recommendation from Mike Farkas, Ben will provide monthly entries on the building and improvement accounts.
- Motion by Bob, second by Harriet, to accept the Bills and Payroll report. All in favor. (5-0)

### **New Business:**

- Mike expressed his thoughts regarding key control and access to the library. The board will look at this further.
- Ben provided a preliminary version of a Pandemic Outbreak Policy for the library. The board reviewed the policy and requested that item #12 be revised so that wording is more specific to a pandemic situation. Ben will reword this section and present the policy to the board at its May meeting for adoption.
- Ben reported that his new baby is due around 5/1 but that she could arrive even earlier. He expressed to the board that he felt he could handle his duties at the library with the added responsibilities at home.
- In a related matter, motion by Rick Wilburn, second by Harriet that library offer disability insurance and paid family leave coverage for all staff members. All in favor. (5-0)

- Bruce Van Vranken, long time library supporter, has indicated he has intention of making a donation to the library. This donation could go toward collection development or acquisition of new furniture for the children's room.
- Budget procedure is on hold and construction work is essentially stopped indefinitely.

**Next Meeting: Tuesday, May 12, 2020 at 9:30 a.m.**

Meeting adjourned at 2:58 p.m. Minutes submitted by Bob Guiney.

