

Tupper Lake Public Library Board of Trustees Meeting Minutes

July 14, 2020

Call to order by Mike Farkas at 3:01 pm.

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

Public Comments: None

Minutes of meeting of June 9 - motion by Rick W., second by Rick B. to approve. All in favor. (5-0)

Financial Report:

- Motion by Bob, second by Rick B. to approve the financial report. All in favor. (5-0)

Bills and Payroll Report:

- Board reviewed the bills and payroll report.
- Items presented in the budget which will require close monitoring include employee benefits and technology expense.
- Motion by Bob, second by Harriet to approve the bills and payroll report. All in favor. (5-0)

New Business:

- Ben noted that he had made a purchase with some of the grant monies he had procured and was questioning whether there should be a policy limiting the dollar amount of purchases without board approval. Discussion followed.
- Motion by Rick W., second by Harriet, to allow the library director to make one time purchases in an amount not to exceed \$1500 without prior board approval. All in favor. (5-0)
- Ben provided the Board with a Travel During Pandemic Outbreak Policy for the Board's review and approval. This policy was developed along guidelines established by New York State. Following discussion, motion by Rick W. second by Bob to approve this policy. All in favor. (5-0)
- Ben provided the Board with a Records Management Policy for the Board's review and approval. This policy follows retention requirements of both federal and state governments. Motion by Harriet, second by Rick B. to approve. All in favor. (5-0)
- Mike made a request that the board hold a separate work session to review policies and update if necessary. Thursday, June 30 at 9:30 was the date set for this meeting.
- Motion by Harriet, second by Rick B., to elect Mike Farkas as Board President for the coming year. All in favor. (4-0) Mike Abstained.
- Motion by Rick B. second by Bob, to elect Harriet Connelly as Vice President of the Board for the coming year. All in favor. (4-0) Harriet abstained.
- Motion by Harriet, second by Rick W., to establish Tracy's cleaning hours as follows: Monday – Thursday , one and one half hours each day, Friday two hours. All in favor. (5-0)

Next Meeting: Tuesday, August 11, 2020 at 9:30 a.m.

Meeting adjourned at 4:27 p.m. Minutes submitted by Bob Guiney.

