

Tupper Lake Public Library Board of Trustees Meeting Minutes

October 13, 2020

Call to order by Mike Farkas at 9:30 am.

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

Public Comments: None

Minutes of meeting of September 8 - motion by Harriet, second by Bob to approve. All in favor. (5-0)

Financial Report:

- Brief discussion of financial status as of September 30.
- Motion by Harriet, second by Bob to move the 9/30 balance in current liabilities in the amount of \$27,185.25 to the Operating Asset account #1544, and credit the building Improvement Acct #3094 with monies from grants as they are received. All in favor. (5-0)
- Motion by Harriet, second by Bob, to approve the financial report. All in favor.(5-0)

Bills and Payroll Report:

- Board reviewed the bills and payroll report.
- Motion by Bob, second by Harriet to approve the bills and payroll report. All in favor. (5-0)

Director's Report:

- Ben discussed the library's agreement with the school district. At present, some of the language in the agreement is vague regarding the responsibilities of both parties as pertains to maintenance issues, liability concerns and insurance coverage. Ben provided notes from the attorney for the Northern New York Library Network with whom he had a recent conversation about his concerns. She agreed and felt the agreement should be revisited and areas clarified so there is a real understanding of the role of each entity.
- Ben noted that Phase I of the HVAC project has been completed. However, not all of the bills have yet been paid.
- Ben referenced the various grants he applied for and which were awarded. Harriet recommended that there be separate codes under the income account for each of the grants awarded. Ben will look into this change with Therese.
- Ben noted he was preparing for this year's annual fund appeal. Discussion by the board followed as to the advisability of having an appeal this year given the circumstance of the pandemic and also the fact that the library at present is in sound financial shape. Motion by Harriet, second by Rick Wilburn, to forego a formal fundraising appeal this year. All in favor. (5-0).
- In lieu of the Annual Appeal ,Ben will compose an Op-Ed piece for the local papers as a thank you to the community for its support.

Unfinished Business:

- Board reviewed the Director's contract. The following changes were proposed – Sick time to 40 hours annually. Vacation days – 10 annually. Motion by Harriet, second by Rick Wilburn to approve these changes. All in favor. (5-0)

- A proposal from Kinsley Power systems to service the generator at an annual rate of \$944.70 was tabled following discussion. Other options will be explored.
- Motion by Rick Wilburn, second by Bob, to approve Children's Room Shelving. All in favor. (5-0)
- The following policies with revisions were presented for approval:

Patron Confidentiality Policy

Volunteer Policy

Public Relations Policy

Employee Evaluation Policy

Motion by Harriet, second by Bob to approve the above mentioned policies. All in favor. (5-0)

Next Meeting: Tuesday, November 10, 2020 at 9:30 a.m.

Meeting adjourned at 10:50 a.m. Minutes submitted by Bob Guiney.

