

Tupper Lake Public Library Board of Trustees Meeting Minutes

December 22, 2020

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

Attendance: Trustees: Mike Farkas, Rick Wilburn, Bob Guiney, Harriet Connelly and Rick Bujold via Zoom , Library Director: Ben Gocker, Therese Ellis

Public Comments: None

Executive Session: The board went into executive session at 9:30 am to discuss personnel matters. After discussion, motion by Bob, second by Mike to close executive session at 9:53am and return to regular board meeting. All in favor. (5-0)

Motion by Rick Wilburn, second by Mike to raise salaries across the board by .75 per hour beginning with the first payroll in January. All in favor. (5-0)

Minutes of meeting of November 10 - motion by Rick Wilburn, second by Mike to approve the minutes. All in favor. (5-0)

Directors Report:

- Circulation of books is down.
- If local schools reopen on January 4, Ben will look at reopening library inside.
- Ben interviewed a number of candidates for the Temporary Project Archivist and selected Conor Snow for the position. Conor will begin his work on January 11, 2021.
- Aseel Legacy Fund has released \$10,000 for the library's use.

Financial Officer's Report:

- At 42% of the fiscal year, the library is in sound financial shape. As expenses average around \$20,000/per month, the library should have no problem meeting anticipated obligations. Motion by Bob, second by Harriet to approve the financial report. All in favor. (5-0)

Bills and Payroll Report:

- Board reviewed bills and payroll numbers for the past month. Motion by Bob, second by Rick Wilburn to approve the report. All in favor. (5-0)

New Business:

- Ben noted there might be another round of support from the federal government regarding payroll protection plans. Mike recommended that Ben pursue further participation in this program.
- Ben presented an employment agreement for the new Project Archivist, Conor Snow, for his execution. Motion by Rick Wilburn, second by Bob to approve this agreement. All in favor. (5-0)

Unfinished Business:

- The Board was presented with the following updated policies for review and approval – Social Media Policy, Termination of Employment Policy, and Public Use of Meeting Rooms Policy.

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

- Again, the Tupper Lake Central School Building Agreement with the library was brought up for discussion. Harriet noted the library should have a copy of the fire insurance policy to determine what exactly is covered. The roles of each entity in the agreement should be clearly defined.

Next Meeting: Tuesday, January 12, 2021 at 9:30 a.m.

Meeting adjourned at 10:45 a.m. Minutes submitted by Bob Guiney.

