

## Tupper Lake Public Library Board of Trustees Meeting Minutes

**January 12, 2021**

**Call to order** by Mike Farkas at 9:29 am.

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

**Public Comments:** None

Ben introduced Conor Snow to the board. Mr. Snow is the temporary archivist Ben has hired to organize the historical items in the Simmons Room. He will complete his work over the course of the next four months.

**Minutes** of meeting of December 22 - motion by Harriet, second by Rick Wilburn to approve the minutes. All in favor. (5-0)

### **Directors Report:**

- In person programs are still suspended.
- Annual Reports to CEF have been pushed back until March.
- Arthur Siccardi, benefactor of the library, passed away 12/23/20. The library has received donations in his memory and Ben has written to donors to thank them and to the Siccardi family to express condolences.
- \$10,000, from the Aseel Legacy Fund, was received and will go to support the Project Archivist position.
- Still no word from the Tupper Lake school district regarding the retirement bill and the fire insurance policy.

### **Financial Officer's Report:**

- Therese noted that the library is at the midpoint of its fiscal year and both income and expense categories are in line at this time.
- Board felt an update was needed on the Mary Stewart Fund.
- Board agreed to have Ben apply for a second loan under the Payroll Protection Plan.
- Moved by Rick Wilburn, second by Bob, 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:**

- The board discussed a sick leave policy for adoption. Motion by Harriet, second by Bob to provide staff 1 hour of sick leave for every 30 hours worked with a cap of 40 hours. All in favor. (5-0)
- Mike made the recommendation, and the board members agreed, to hold a special meeting on February 2, 2021 at 9:30am to work on the budget for the 2021/2022 fiscal year.

### **Unfinished Business:**

- The Board was presented with the following three updated policies for review and approval – Disputes and Grievances Policy, Employee and Evaluation Policy and Code of Ethics for Board Members and Employees Policy. Motion by Rick Wilburn, second by Bob to approve the above mentioned policies. All in favor. (5-0)

**Next Meeting: Tuesday, February 9, 2021 at 9:30 a.m.**

Meeting adjourned at 10:21 a.m. Minutes submitted by Bob Guiney.

