

Tupper Lake Public Library Board of Trustees Meeting Minutes

April 13, 2021

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

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

Public Comments: None

Minutes of meeting of March 16, 2021 - motion by Rick Wilburn, second by Harriet to approve the minutes. All in favor. (5-0)

Directors Report:

- Conor , project archivist, has completed processing all collections and has created finding aids for each. These aids are now accessible online and in person at the library.
- The Adirondack Foundation has awarded the library a \$4,300 grant for the library's Little Books for Big People program.
- Suzanne Orlando has stepped forward as the nominee for the vacancy on the Board.
- Utica National Insurance has confirmed that the library's off site programs, like the proposed gardening program, are covered under the current policy.
- Supplies, such as seeds and gardening equipment, have been ordered for the gardening program.
- The library has assisted the AARP tax help volunteers with one on one computer help by appointment, and the occasional walk in during the tax season.
- SEI is obtaining cost estimates from contractors for Phase II of the construction project. More information should be forthcoming this month.
- A new State mandated Public Employer Health Emergency Plan has been created to be reviewed and approved at this meeting.
- The library budget vote will be held May 11th. The library will provide lunch for the early shift and dinner for the late shift of poll staffers .

Financial Officer's Report:

- Board reviewed last month's financial reports. Expenses and income are both on track.. It was noted that the library should have sufficient funding available through the Fall when the School tax monies are received.
- Motion by Bob, second by Rick Bujold 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:

- Conor Snow presented an overview of the work he has done over the past few months. Ben noted that Conor has gone above and beyond what was expected of him. The Board acknowledged the excellent work Conor has carried out and expressed the wish that he could continue on board.

- Ben addressed the idea of fully reopening. Depending on circumstances, he felt the target date of Memorial Day might be appropriate.
- In a related topic, Ben recommended the library stop quarantining books when they are returned. Motion by Harriet, second by Rick Wilburn to approve this recommendation. All in favor. (5-0)

Unfinished Business:

- The Board was presented the following plan and policies for approval:
 1. Public Employer Health Emergency Plan, with the exception of PPE Requirements
 2. Internal Policy
 3. Conflict of Interest Policy
 4. Emergency Closure Policy
 5. Records Management Policy

Motion by Harriet, second by Rick Wilburn to approve these policies as presented. All in favor. (5-0)

The Board will look at the Mission Statement once Suzanne Orlando comes on board.

Motion by Bob, second by Rick Bujold to adjourn the meeting. All in favor (5-0)
Meeting adjourned at 10:45 a.m.

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

Minutes submitted by Bob Guiney.

