**Mt. Morris Library Board Minutes**

**Monday, November, 2023**

**5:00 PM**

Meeting called to order at 5:30 PM by Stephanie Gehrig

Trustees present: Stephanie Gehrig, Gary Moore, Ro Rudney, Donna Todd, Colleen Proctor, and Joanne Privitera

Trustees present by Zoom: Jon LaDelfa

Trustee absent: none

Others present: Fernanda Astiz, director

Motion to approve minutes from October 2, 2023 by G. Moore, 2nd by D. Todd: Motion carried (7ayes)

Treasurer’s Report - none

* J. LaDelfa will create a tentative 2024 budget, email to trustees. It will be reviewed, adjusted as needed, and voted on at the December meeting.
* Motion to move account from MM Community Bank to MM Five Star Bank by D. Todd, 2nd by G. Moore: Motion carried (7ayes)
* Jon will continue to talk with Rochester Area Community Foundation regarding the decreased distribution money we received

Motion to approve Director’s Report by D. Todd, 2nd by J. Privitera: Motion carried (7ayes)

* $300.00 award from OWWL in response to things being done at the library to engage youth and teens through book collections and programming
  + Kudos given to Fernanda Astiz and Kristina Corbett.

**Old Business**

* Motion to approve Harassment and Discrimination Prevention Policy as presented by J. Privitera, 2nd by R. Rudney: Motion carried (6ayes, 1nay (J. LaDelfa))
* Motion to approve the Anti-Harassment Formal Complaint Form by G. Moore, 2nd by J. Privitera: Motion carried (7ayes)
* Motion to approve Emergency Plan with addition of phone numbers for electrician and locksmith by G. Moore, 2nd by C. Proctor: Motion carried (7ayes)
* Bathroom - waiting to set up a meeting to review blueprints with Kircher. They also have a camera to view inside of pipes

**Programming updates** *(See Fernanda’s Report)*

Motion to move to Executive Session at 5:54 PM to discuss personnel by G. Moore, 2nd by R. Rudney: Motion carried (7ayes)

Motion to exit Executive Session at 6:12 PM by G. Moore, 2nd by D. Todd: Motion carried (7ayes)

Motion to Adjourn at 6:13 PM by J. Privitera, 2nd by C. Proctor: Motion carried (7ayes)

NEXT MTG: **December 4** , 2023 at **5:00PM**

Annual Meeting: January 8, 2024

**Mount Morris Library Association**

Director’s Report, November 6th, 2023

Summary of my work and library activities since the last Board of Trustees meeting.

Fernanda’s work and activities:

* Purchased and installed Adobe Acrobat Professional on two of the library’s computers, hers and one of the staff’s computers.
* Worked with OWWL’s IT staff in solving printing problems with the library’s public computers.
* Participated in the testing of the new *Evergreen* integrated library system, which was launched Nov. 1st.
* Attended the following workshops:

1. Cybersecurity for Libraries.
2. Sign language for library staff.
3. The use of play and other sensory practices during story time (professional development workshop at the Strong Museum of Play).
4. Collection management.
5. Trauma-informed practices.
6. Creating Fundable Grant Proposals in Libraries (without harming yourself or others in the process).

* Fernanda will be completing the Introduction to Emergency Planning online course (from Nov. 6th to Nov. 17th).
* Successful meeting with library clerks—Edna was the only person missing due to family-related reasons. Topics covered during the meeting: library policies and procedures, general information from the workshops Fernanda attended, and changes to the *Evergreen* integrated library system.
* Submitted a grant request ($3269) to GVCA. Project title: “Social Isolation and Older Adults Well-being. Promoting Community Through the Language of Dance.”
* Grant received from OWWL in the amount of $300 to continue to expand our library collection and programs for at-risk youth in Mount Morris.
* Fernanda at NYLA conference, from Nov 1st to 4th. Attended several very informative sessions such as Tech Trends for Libraries in 2024, Weeding Topics, Data Use in Small Libraries, and Designing Community-Centered Libraries.
* LibCal subscription for 2023, participating libraries will be charged approximately $45.00.
* The $5.00 Interlibrary Loan (ILL) fee billed to libraries for patron Out-of-System Interlibrary Loan requests will no longer be collected by the OWWL Library System.
* Our Employee Assistance Program (EAP) contract expires on 11/30/2023. For this year's renewal, ESI will not be increasing the cost per employee, which is $26.09/employee/year. OWWL Library System will subsidize 50% of the cost ($13.05/employee) of this benefit. The System will subsidize 50% this one time only for this renewal,12/1/23-11/30/24. The final cost would be $13.04/employee/year for member libraries. Our library enrolled all staff members (5) in this program.
* Kanopy was launched two weeks ago, this is a System-funded service that offers streaming video through Kanopy's website and app. It has been extremely popular among our patrons.
* The library continues to experience some delivery problems, particularly with magazine subscriptions which are delivered by the US postal service. Fernanda contacted the post office with this concern.

Staff:

* Shelly had shoulder surgery a week and a half ago. She seems to be progressing as expected. Fernanda is doing all the cataloging of new books and processing of new patron information. We hope Shelly fully recovers and rejoins the team very soon. Kristina and Jane are covering Shelly’s hours.
* Jane, Kristina, Edna, and Fernanda have successfully completed the mandated Discrimination and Harassment training this year.
* Nikki Llewellyn will be volunteering a few hours per week to assist with typical circulation desk tasks.

Programming:

* All programs have been advertised in the Mount Morris Shopper almost weekly.
* The Spice Club continues to drive interest among patrons. It is currently the most popular program we are running.
* The Native American Heritage Month display has attracted attention to recently purchased books on the topic.
* Very successful Halloween Party and Trick-or-Treat night. During Halloween week, the library offered donuts, candy, apple cider, and coffee to library users. MMLF assisted with seasonal decorations and treat bags.
* Our community has an important number of Puerto Ricans who will benefit from receiving and reading CNY Latino newspaper. Fernanda is in conversation with the CNY president to obtain the paper for free.
* In discussions with other library directors within the OWWL system, most libraries experience low participation in Story Time. Similarly to what is happening with other library programs, families/patrons sign up but end up not attending the program.

Respectfully submitted,

Dr. M. Fernanda Astiz