

Mt. Morris Library Board Meeting Minutes

Monday, December 4, 2023

Meeting called to order by President S. Gehrig at 5:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: Ro Rudney

Others present: Fernanda Astiz, Director

Motion to approve November 6, 2023 minutes by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)

New Business

- 2024 Budget
 - Motion to approve tentative 2024 budget by G. Moore, 2nd by C. Proctor: Motion carried (6 ayes)

Motion to approve Director's report by J. Privitera, 2nd by J. LaDelfa: Motion carried (6 ayes)

Old Business

- Reminder of Professional Development two (2) hours requirement
 - Annual Sexual Harassment Training in January
- Bathroom update
 - Proposal by Kircher Construction to create handicapped
 - Fernanda will continue to look for grant opportunities to help offset the cost

New Business

- Motion to approve the resignation of Edna Painter by G. Moore, 2nd by J. Privitera: Motion carried (6 ayes)
- Tax Cap Override Motion:
 - Whereas, the adoption of the 2024 budget for the Mount Morris Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Mount Morris Library voted and approved to exceed the tax levy limit for 2024 by at least the sixty percent of the board of trustees as required by state law on December 4, 2023 by D. Todd, 2nd by G. Moore: Motion carried (6 ayes)
- Motion to approve 2024 Library closure dates by D. Todd, 2nd by C. Proctor: Motion carried (6 ayes)
- Fernanda will place ad in Shopper regarding Annual Meeting on January 22, 2024

Programming updates (*See Fernanda's Report*)

NO Executive Session needed

Motion to Adjourn by C. Proctor, 2nd by G. Moore: Motion carried (6 ayes)

NEXT MTG: January 22, 2024

- *Annual Meeting 5:00 PM*
- *Regular Meeting to follow*

Mount Morris Library Association

Dr. M. Fernanda Astiz

Director's Report, December 4th, 2023

Administrative

Fernanda is working on several updates on circulation policies and processes and is putting together a guide for library staff. Based on a general template provided by OWWL, Fernanda is working on the library's employee handbook.

She is also working on two grants that provide funding for building renovations geared to address the needs of special needs patrons. LIV CO Libraries received a capital improvement grant of \$8000 total to distribute among them based on the merit of the submitted request and library needs.

Fernanda attended the following events:

1. An advocacy event at the Henrietta Public Library. Several Library directors from regional libraries met with NYS lawmakers.
2. Libraries Addressing Health Information and Disinformation
3. Introduction to Emergency Planning. A two-week online course. During the course, she developed a draft Emergency Plan for the Board to review. A copy is attached to this report.

Mileage Reimbursement (\$1,000)

To support and encourage participation, the System will offer supplemental mileage reimbursement for travel to and from system-sponsored meetings that are not primarily hosted online.

1. Mileage is counted from your library/home (whichever is closer) to the meeting place. 2. Mileage is reimbursed to the member library at 50% of the current IRS-approved rate per mile – This is meant to be supplemental; Member Libraries are encouraged to fund the remainder of the IRS-approved rate per mile. 3. Claims must be submitted by December 26, 2023. Only one claim per library per meeting will be accepted.

Existing System Policies Impacting Member Libraries

Ron plans on putting together a document (similar to the Cost and Services Document) that outlines the System's service policies.

Right now, this list includes the following policies:

- Brand Usage Policy.
- Confidentiality of Patron Records Policy.
- Construction Aid Policy.
- Reduced Match Eligibility Requirements.
- System and Member Library Relationship Policy.
- Procurement Policy.
- Acceptable Use and Internet Safety Policy.
- Computer Support Policy.

- Data Breach Policy.
- Systems Access and Confidentiality of Library Records Policy.
- Wi-Fi Access Policy.
- Code of Conduct Policy.
- Pest Management Policy.

None of these are new (except for the Data Breach Policy), but they all impact how the System provides services. I think it will be helpful to have them all listed in our red binder with an explanation.

Technology

A couple of monitors are faulting. OWWL's IT staff recommended to replace the public computer monitors.

Staff

The performance evaluation took place this past month. Find attached the evaluation template used. In the following weeks, Fernanda will be meeting with every clerk to go over the evaluation.

After her six-months performance evaluation (11-18-23), Edna Painter presented her resignation effective Saturday, Nov. 25th 2023.

Shelly is recovering as expected. She came back the Tuesday of Thanksgiving week only for three hours. She wishes to get back to her regular extended schedule in two weeks, December 12, 2023.

The library should provide an "end of the year recognition" for its part-time library staff.

Nikki has been doing a wonderful job as a volunteer. She is currently assisting with the Christmas decorations.

We have a new volunteer, Vickey Myers. She will start her volunteering work this coming Saturday, December 9, 2023.

Youth programs

Story time is currently being held twice a week. In September we posted a form on Facebook asking people what days and times would work best for families to join us and the results were Thursdays at 6:00PM and Fridays at 4:00PM. Since then, we typically have 0-2 children join us on Thursdays and 1-5 children on Fridays. The turnouts are lower than we expected, but the people who show up are consistent and enjoy the activity.

Every story time session is roughly 40 minutes. We split it into two parts: stories and crafts. Right now, we are entering our winter theme. The stories this month will be focused on wintertime animals, activities, weather, and holidays. Each craft is related to the theme of story time that week.

To finish this year, and start the new year, we are planning some new events geared towards upper elementary children and teenagers. We have a free online program called READ Squared that helps children keep track of their reading. They simply log what they read and earn points for it. After they acquire so many points, a new mini game and free story are unlocked for them to enjoy. We plan to

launched READ Squared in January. Lastly, we are planning to end the year with a board game night for teens at the end of December. If all goes well, we will consider doing more nights like it.

General programming

The Spice Club night continues to drive interest among our patrons. The December spices are ginger and allspice.

The free disinfectants and personal hygiene items that Fernanda picked up from Canandaigua were very well received. We run out of them very quickly.

The Give Back Week was a success. We filled in a box with personal hygiene products, which the library donated to MM's Catholic Charities.

The library offered free mittens, gloves, scarfs, hats, and earmuffs for children and adults donated by the Church Jane attend.

Grab and Go handcraft are very popular among children and adults.

Respectfully submitted,

Fernanda Astiz