**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, April 21, 2020**

**Present**: Ruth Sprague, Linda Perry, Laura Bronson, Heather Schneider, Kirk Mishrell, Dan Shugars, Carol Berry, Jessie Hadac, and Tess McKinley

**Call to orde**r at 5:02 p.m.

**Adoption of the Agenda**: Jessie made a motion to adopt the agenda as written. Cheryl seconded and it was approved unanimously.

**Approval of February and April meeting minutes:** Ruth made a motion to accept the February and April minutes as written. Kirk seconded the motion and it was approved unanimously.

**Period for public expression**: No public in attendance.

**Correspondence**: None

**Personnel Actions Report**: Carol has been checking in with staff and said everyone is doing well. Did a Zoom conference with the staff also.

**Treasurer’s Report**:

* No report as the information and Heather does not have access to it.
* Carol has paid all bills and deposits have been made. Pro Action is still paying rent.

**Director’s Report**:

* See report

**Committee Reports**

**Building and Grounds:** Kirk would like to do some kind of clean up by picking up sticks on the lawn.

**Budget & Finance:** None.

**Legal:** None.

**Personnel:**  Satisfaction surveys and the Director’s appraisal have been returned to Ruth via mail. The board will go over the surveys and appraisal when we meet in person. April 21 is Library Worker’s Day which we will celebrate when library is back open. Ruth asked that board members still donate $15 per board member for the day and for Christmas for the staff if they have not done so already.

**Public Relations:** None.

**Lifelong Learning Fund:** None.

**Strategic Plan:** None.

**Old Business**

**Computer Upgrade:** Still waiting for STLS to do the upgrade.

**Empire Room Flooring:** On hold.

**South Wing:** On hold

**Harassment Policy:** Dan made a motion to approve the policy. Ruth seconded and it was approved unanimously.

**New Business**

**Annual Report:** Ruth made a motion to approve. Cheryl seconded and it was approved unanimously.

**Workplace Safety Policy:** First Reading.

**Return to Work:**

* STLS is putting together a document on how to reopen libraries in the region.
* Will need to put protective measures in place (ex. Plexiglass, sanitizing, limiting time in library).
* A lot of changes will need to take place and programs will likely be limited.
* Staffing may be limited as well.
* Dan offered to help with implementing changes.
* Carol will ask Pete about Plexiglas. Kirk offered to help Pete install it as well.
* Will move forward with more measures once we know more from STLS and NYS government recommendations.
* Will put caution tape around the Music Playground ASAP so that people do not play on it.

**Period for Public Expression:** None

Cheryl made a motion to adjourn at 5:25. Jessie seconded. Approved unanimously.

Next Board meeting is **Tuesday, May 19, 2020** at **5:00 p.m.**