**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, July 28, 2020**

**Present**: Laura Bronson, Dan Shugars, Ruth Sprague, Sam Pifer, Heather Schneider, Tara Didrence, and Tess McKinley. Cheryl Harkness, library staff, was present as well.

**Call to order** at 5:04 p.m.

**Adoption of Agenda**: Heather made a motion and Ruth seconded. All approved.

**Period for public expression**: Public present but no expression.

**Interim Library Manager Report:**

* Opening the library is going well. The staff could accommodate more than they are doing now with appointments.
* Now holding books for 96 hours instead of 72 due to further recommendation on covid19.
* Having issues with doorbell because wires corroding. Laura asked Tara to have Pete to look at them.
* Kathleen has been doing story time online.
* The library received money from Tyrtle beach and Rotary for summer programming.
* Will have Zoom account for library July 29, 2020.
* Servers need to be replaced based on recommendations from Tara and STLS.
* An electrician is needed to come in to help set up a color printer connection to Director’s computer – Laura asked Tara to call for help from Pelham Electric. Laura asked Tara to wait until after Pete looks at doorbell. If the doorbell cannot be fixed – Pelham can look at that as well.
* Books for the World – Rotary asked if the library would be interested in donating old books to a program that involves mailing books around the world. Tara and the board decided to not participate as many of the old books are over 10 years old at the library.
* Book Barn – Tara suggested having it open certain hours and allowing people to look through it and then put a donation in the book drop with an envelope. Need to liquidate books as soon as possible as there are many.

**Committee Reports:**

**Buildings and Grounds:** Working on getting tree taken care of at this time after three bids came in.

**Budget and Finance:**

* Now have library credit cards.
* Heather took over bookkeeping for library and can do it on Quickbooks online. Tara and Laura are doing payroll.
* Heather is working on getting online access to the bank account in order to better check the account before writing checks.
* ARC grant available – 50% match required from library. STLS would apply for computer equipment for three counties. Tara will look into costs for a wish list of items to get. After putting together the wish list – the board will vote via email.
* Dan suggested putting in a line item on the budget for technology of 50% of technology replacement needs in order to replace and grow technology.
* Steuben County legislature provides funding for libraries in Steuben. Bath gets $11,000 from the county annually. For the budget request, will ask for level funding.

**Legal:** Nothing under legal.

**Personnel Actions Report**:

* Received thank you note from staff for pizza party.
* Have an application for the director position from Alabama.
* Staff and Tara doing a great job.
* A recommendation was made to have staff involved in decision on the next library director.

**Public Relations:** Would like to be on record that Eleata did a lot of weeding and Tom Simms helped with weedwacking. The board appreciates all the support from the volunteers.

**Old Business:** None

**New Business:**

* Employee Handbook – Ruth has been working on it and will send out to Personnel Committee. When completed, would like print and computer copies that are easily accessible to staff.
* Harassment Policy – Have a sexual harassment policy. Would like to create a more comprehensive policy that covers all harassment. Ruth will make changes to be reviewed for the board.

**Period for Public Expression:** None

**Executive Session**: went into at 5:58 p.m.

**Adjourn Executive Session**: Heather made a motion and Ruth seconded at 6:28 p.m. Approved unanimously.

Ruth moved to pay regular hours worked starting August 3. Tara will work on helping people get their normal hours in the month of August and there will be no more safe pay. Heather seconded. Approved unanimously.

Ruth moved to adjourn meeting and Heather seconded at 6:34 p.m. Approved unanimously.

**Next meeting: August 18 at 5 p.m. via Zoom.**