**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, September 15, 2020**

**Present**: L. Bronson, R. Sprague, R. Mishrell, D. Shugars, T. McKinley, S. Pifer, H. Schneider, L. Perry, and T. Didrence.

**Call to Meeting to Order: 5:05 p.m.**

**Adoption of Agenda**: R. Sprague made a motion and K. Mishrell seconded. All approved.

**Period for public expression**: No public present.

**Correspondence:** None

**August Meeting Minutes:** Ruth moved to approve and Kirk seconded. All approved.

**Interim Library Manager Report:**

* Bonnie, a staff member, resigned.
* Tara is looking to host a flu shot clinic for the staff.
* There is a notary class at CCC that Tara would like to send some staff to at a cost of $65 for the class, not for the certification.
* Staff are beginning to cross train.
* Holding on to library materials that are returned for a minimum of 96 hours and that includes not stacking the materials in order to continue cohering to covid19 regulations.
* Tara created staff cleaning procedures.
* The library is getting an increase of patrons.
* Book Barn is bringing in about $200 a week – it’s paying for the staff that are out there.
* Science and Discovery Center in Corning will be doing programming at the library.
* Orchestra of the Southern Finger Lakes will be hosting two events at the library as well.
* Eric and Tess are doing an inventory of donation of books from Henry Dormann. Need to find out if allowed to sell by the Dormann Estate.
* This week is Dot week which the library is celebrating.
* Tara will have Wayne post Library meeting minutes on the website.

**Committee Reports:**

* **Building Committee**
* Tree that fell is cleaned up.
* There was a leak in a vent at the library that was fixed.
* Will be scheduling fall clean up for late October.
* Kirk will get some bids to see the cost of redoing the roof as it is over 20 years old.
* **Budget and Finance**
  + In good shape this year budget-wise considering pandemic.
  + Investments going back up.
* **Legal –** no report
* **Personnel –** no report
* **Public Relations –** no report
* **Lifelong Learning –** no report

**Old Business:**

* **Search Committee**
* Have 10 applicants.
* Will be narrowing down applicants 9/15 after board meeting.
* **ARC Grant**
* Submitted and waiting on if approved.
* **Employee Handbook**
* Looking to create more benefits for staff.
* Discussed how to provide health insurance and retirement for staff.

**New Business:**

* **Reopening of Café** – Will revisit at next meeting.
* **First Reading of the Grievance Policy**
* **2022 Budget** - will get a committee together for creation of 2022 budget shortly.
* **Tax Levy** – Need to find out if need to submit a letter to go over tax cap. Will research on computer and by reaching out to Brian Hildreth.

**Period for Public Expression:** None

K. Mishrell moved to adjourn meeting at 5:55 and H. Schneider seconded. Approved unanimously.

**Next meeting: October 20 at 5 p.m. via Zoom.**