**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday October 20, 2020**

**Present**: C. Stephenson, L. Bronson, R. Sprague, R. Mishrell, D. Shugars, T. McKinley, S. Pifer, L. Perry, L. Rumsey, and T. Didrence.

**Call to Meeting to Order: 5:03 p.m.**

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

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

**Correspondence:** Thank you card from Rebecca Caudill for the gift card she received from the library for work she did at the Dormann Library.

**September Meeting Minutes:** K. Mishrell moved to approve and C. Stephenson seconded. All approved.

**Interim Library Manager Report:**

* Staff appreciated being a part of the hiring process for the Director.
* K. Caudill took a training on creating outdoor classroom spaces.
* Postponing prep class for two staff becoming notaries.
* Five staff and L. Bronson participated in STLS Annual Meeting. The Dormann Library was closed that day.
* Youth Mental Health First Aid is done by Pro Action and it is likely the library will participate in that training.
* Will be fixing heater in Pro Action wing.
* May want to revisit Orkin contract (just check traps for over $375 per visit). We originally agreed upon $178 a quarter. T. Didrence will reach out to Orkin to find out why the amount was so high.
* Recommend cameras on property as drug paraphernalia was found.
* Would like to close Book Barn for the year due to weather. Would like to clean it out by either recycling, taking to landfill and having patrons take what they want. Will contact Urda’s disposal to get dumpster to clean out the Book Barn.

**Committee Reports:**

* **Building Committee**
* Fall Clean Up – November 7 at 8 a.m. Bring gloves, rakes and clean up equipment.
* Will use Machuga to do snow plowing at a rate of $6,000 for winter of 2020-2021. This rate was given for signing a three year contract with the rate going up annually. L. Bronson will call to see if it needs to be a three year contract or just an annual one.
* K. Mishrell is working on getting three estimates for the library roof.
* **Budget and Finance** – no report
* **Legal –** no report
* **Personnel –** Went into Executive Session at 5:40 p.m. Came out of Executive Session at 5:45 p.m.
  + C. Stephenson made a motion for LeighAnn Rumsey to be the new Library Director, L. Perry seconded. All approved.
  + R. Sprague made a motion to keep T. Didrence on as Interim Director until the end of November, D. Shugars seconded. All approved.
* **Public Relations –** no report
* **Lifelong Learning –** no report

**Old Business:**

* **Employee Handbook** – R. Sprague is working on Handbook to be approved and in place by the beginning of the year.
* **Grievance and Harassment Procedures** – K. Mishrell made a motion to accept the procedures, L. Perry seconded. All approved.
* **Reopening of Café** – Will revisit at next meeting.

**New Business:**

* **2022 Budget** - Will get a committee together for creation of 2022 budget shortly. L. Bronson will contact H. Schneider and convene Finance Committee.
* **Tax Levy** – Need to vote in order to override the tax cap for 2021. L. Bronson made a motion to do this, R. Sprague seconded. All approved.
* **Taxes** – Will be receiving about $3,000 less in tax revenues due to a property being taken off the tax rolls.
* **Insurance** – Will bill Steuben County Historical Society for insurance from Taggart Insurance for their share.
* **Covid19 Exposure Plan** – The Board discussed what would happen if a patron came in who tests positive for covid19 versus a staff member. Will take it on as a case by case basis. There was also a discussion on what would happen if a staff member had bed bugs and how the library would handle that.

**Period for Public Expression:** None

R. Sprague moved to adjourn meeting at 6:13 p.m. and C. Stephenson seconded. Approved unanimously.

**Next meeting: November 17 at 5 p.m. via Zoom.**