**Dormann Library**

**Board of Trustees**

**Minutes**

**Tuesday, April 20, 2021**

**Present**: K. Mishrell, L. Bronson, R. Sprague, D. Shugars, S. Pifer, L. Perry, H. Schneider, L. Zawrotny, and L. Rumsey. M. Heintz library staff member was also there.

**Call Meeting to Order: 5:02 p.m.**

**Adoption of Agenda**: R. Sprague made a motion and H. Schneider seconded. All approved.

**Period for public/staff expression**: M. Heintz, library staff member was present.

**March Meeting Minutes:** D. Shugars moved to approve and L. Perry seconded. All approved.

**Correspondence:** Thank you note for board for the goodies for Library Worker Day.

**Library Director Report:**

* Direct Access Plan for 2022 and 2026 needs to be approved and sent back to STLS. H. Schneider moved to approve and K. Mishrell seconded. Approved by all.
* Thursday May 13 at 6:15 and Saturday May 15 at 2:15 are the available times to do the Sexual Harassment Training via Zoom by L. Perry. If you do the training through an employer, you can send the certificate to L. Rumsey instead of doing the training.
* Google Drive is working for the board for documents.
* L. Rumsey and T. McKinley will get together to go over Strategic Planning before the May Board meeting.
* Will not clean ice machine water lines at this point.
* S. Pifer worked on finding some noise control baffling equipment. The whole project was estimated at approximately $52,000. L. Bronson recommended that L. Rumsey reach out to STLS to find out if that would be eligible for the construction grant.
* K. Mishrell offered to take the 12 foot computer carrier to the Catholic School in Corning with his truck and a Pinnacle trailer that was offered up by H. Schneider.
* K. Mishrell offered to look at dim light in hallway and also measure and decide how many pavers are needed for the café window outside.
* Banning letter will be added to the policy manual with the change of a reference to the Dormann Library at the end. R. Sprague moved to approve the letter and D. Shugars seconded. All approved.
* Rules to be posted at the circulation desk will be printed.
* Rug cleaning will be May 8.

**Committee Reports:**

* **Building Committee –** 
  + Roofing Project - K. Mishrell has been working on getting a different quote from Randall Roofing as the contractor we previously selected has not been responsive. The board agreed to move forward with the quote.
  + Spring Clean Up – will be Saturday, May 1 from 8-10 a.m. Bring equipment for clean up. L. Bronson will let Bath School know about the volunteer opportunity.
* **Budget and Finance –** 
  + Report was emailed out and everything doing well.
  + Finance Committee Meeting is Tuesday, April 27 at 5 p.m. on Zoom.
* **Legal –** No report.
* **Personnel** – Board members need to complete evaluations for L. Rumsey to send to R. Sprague by April 30.
* **Public Relations –** No report.
* **Lifelong Learning –** No report.

**New Business:**

* L. Zawrotny was voted in as a new board member and will join the Personnel Committee and the Lifelong Learning Fund Committee. E. Simms is awaiting approval from the county to be on the board as she is the County Historian.

**Period for Public/Staff Expression:** None

L. Bronson moved to go into Executive Session at 5:55 and D. Shugars seconded, all approved. Came out of Executive Session at 6:18.

Meeting ended at 6:19 p.m.

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