Dormann Library
Board of Trustees
Minutes
Tuesday, January 19, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, D. Shugars, K. Mishrell, T. McKinley, S. Pifer, L. Perry, L. Rumsey, and H. Schneider. K. Caudill was present as a staff representative. M. Bixby was there to discuss Eastern Security quote for the library.

Call to Meeting to Order: 5:01 p.m.

Adoption of Agenda: L. Perry made a motion and R. Sprague seconded. All approved.

Period for public/staff expression: No comment

Eastern Security: Gave presentation on quote for security from M. Bixby. Proposed four cameras for the building.

December Meeting Minutes: D. Shugars moved to approve and K. Mishrell seconded. All approved.

Correspondence: None.

Library Director Report:

- Decided to not keep recorded meetings after a month.
- Decided do not need monitored temperature sensor that was recommended by Davis Ulmer.
- K. Mishrell will call contractor to get gutters fixed as they are leaking badly despite being cleaned multiple times just in the year 2020.
- Roofing project could be covered by state funds that will be available in a grant that will be available in mid-April.
- Looking for a ladder to paint the ceiling in the alcove. H. Schneider recommended using Pinnacle.
- Looking to consolidate multiple systems (security, sprinkler, fire, etc). Davis Ulmer can provide four systems all in one. However need to look into if there are contracts with current systems that need to be fulfilled. L. Rumsey will talk to Eastern and see if can do a security system for just a year so there is time to evaluate consolidating all of the systems.
- L. Rumsey will work with S. Pifer on acoustic panels for teen section.
- L. Rumsey will get quotes for windows that need blinds. L. Perry will see if BOCES knows if they bought them in the annex and where they got them from.
- L. Rumsey invited board members to get a tour if they'd like one.
- L. Rumsey will find a way to get rid of old chair rack. Suggestions included Pinnacle, community or other libraries.
- K. Mishrell made a motion to go fine free, D. Shugars seconded. All approved.
- Will wait until STLS Tech grant comes through to see if received money for zero clients.
- Need a sound system for programming. T. Didrence and K. Caudill will work with S. Pifer.
- Looking at changing the phone system to Blink Voice Cirrus.
- L. Rumsey worked with H. Schneider on learning financial processes.

Committee Reports:

- **Building Committee** - Working on gutter, roofing and security projects as discussed previously.

- **Budget and Finance**
  - Came in under budget for 2020 because of what was made on investments and because the library kept staff employed during pandemic and received a credit from the government.
  - Will have a presentation on investment accounts next month.

- **Legal** – no report

- **Personnel** - Library Workers Day is coming up on April 6. R. Sprague will work with L. Rumsey on a few ideas.

- **Public Relations** – Kudos on library projects from C. Stephenson.

- **Lifelong Learning** – 75% of earned interest can be used every year H. Schneider found.

- **Leases** – L. Rumsey and others will look for the Pro Action and Historical Society Leases.

Old Business:

- **Budget** – 2021 budget has increased ~$27,000 due to payroll. 2022 budget has also increased due to payroll. In order to do this, we may need to use funds from reserve funds for 2022. These budgets were approved last month with the changes.
- **Committee Appointments** –
  - **President** – L. Bronson
  - **Vice President** – L. Perry
  - **Secretary** – T. McKinley
  - **Treasurer** – H. Schneider
  - **Buildings and Grounds** – K. Mishrell, Chair
    - C. Stephenson
    - L. Perry
  - **Lifelong Learning** – A. Longwell – Chair (will check)
  - **Personnel** – R. Sprague, Chair
    - D. Shugars
    - T. McKinley
  - **Public Relations** – C. Stephenson, Chair
    - S. Pifer
    -
  - **Budget and Finance** – D. Shugars, Chair
    - H. Schneider
    - K. Mishrell
  - **Legal** – Bob Plaskov, Chair (will check)
    - R. Sprague
    -
  - **Book Barn Liaison** – Jessie Hadac (will check)

Period for Public/Staff Expression: Thank you from K. Caudill.

H. Schneider moved to adjourn meeting at 6:38 p.m. and K. Mishrell seconded. Approved unanimously.

Next meeting: February 16 at 5 p.m. via Zoom.

Dormann Library
Board of Trustees
Minutes
Tuesday, February 16, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, D. Shugars, K. Mishrell, T. McKinley, S. Pifer, L. Perry, and L. Rumsey. J. Arnold and P. Snodgrass were there to discuss library investments at Community Bank.

Call to Meeting to Order: 5:00 p.m.

Adoption of Agenda: L. Perry made a motion and D. Shugars seconded. All approved.

Period for public/staff expression: No comment

Community Bank Investment Presentation: Gave presentation on both investment accounts. P. Snodgrass provided some suggestions for changes to be made to Dormann Library investment policy and will send them in writing to the Finance Committee. The Finance Committee will review the recommendations and make suggestions to the board depending on if we want to start using some investments.

January Meeting Minutes: R. Sprague moved to approve and K. Mishrell seconded. All approved.

Correspondence: None.

Library Director Report:

- Asked to stay curbside longer.
- The Board recommended that the library reopens March 1 to the public.

Committee Reports:

- **Building Committee –** K. Mishrell would like roof to be done in 2021 and is looking to get it scheduled ASAP. Hoping the new roof could be designed to avoid gutter and ice issues. D. Shugars moved to approve getting the roof redone at a cost not to exceed $42,000. R. Sprague seconded. All approved.

- **Budget and Finance -** Report was emailed out.

- **Legal –** No report

- **Personnel** - Library Workers Day is coming up on April 6. R. Sprague is asking board members to donate $15. Can send a check to R. Sprague or give to L. Rumsey at the library.

- **Public Relations –** No report.

- **Lifelong Learning –** A. Longwell has agreed to be the point person for the Lifelong Learning Fund. Would like to get up and running soon.

Old Business:

- Strategic Planning – Would like to wait to complete until L. Rumsey has been at the library longer.

- **Budget Vote** – Received information from T. Simms on how to prepare for budget vote.

__New Business:__

- **Board Documents** – Would like to have them in one place – potentially a Drop Box or Drive. Would like it to be a secure location. Will look into options for next meeting.
- **Bylaws** – Would like to review bylaws as some trustees have not been attending regularly for next meeting.

__Executive Session__ – L. Bronson moved to go into Executive Session at 6:19 p.m. K. Mishrell seconded. All approved.

L. Bronson moved to go out of Executive Session at 6:29 and R. Sprague seconded. All approved.

__Period for Public/Staff Expression:__ None present

L. Bronson moved to adjourn meeting at 6:31 p.m. and L. Perry seconded. Approved unanimously.

Next meeting: March 16 at 5 p.m. via Zoom.

Dormann Library
Board of Trustees
Minutes
Tuesday, March 16, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, D. Shugars, S. Pifer, L. Perry, H. Schneider, and L. Rumsey. A. Hamilton, library staff member was also there.

Call to Meeting to Order: 5:00 p.m.

Adoption of Agenda: D. Shugars made a motion and R. Sprague seconded. All approved.

Period for public/staff expression: A. Hamilton, library staff member was present.

February Meeting Minutes: D. Shugars moved to approve and C. Stephenson seconded. All approved.

Correspondence: Thank you note for board for Keurig machine.

Library Director Report:

- Dormann was in the news for the Giving Tree/Caring Cart.
- Pandemic Operations Plan – R. Sprague moved to approve and H. Schneider seconded. All approved.
- Filing Sharing Service – D. Shugars moved to approve using Google for filing sharing and H. Schneider seconded. All approved.
- Dormann Library currently provides Pro Action with toilet paper. L. Rumsey will let them know we will no longer be providing toilet paper after April 1, 2021.
- Needs to store a work station that is 12 x 3 feet for a while. Could not think of a place to store it. Was hoping to use it again someday, so would rather store it.
- K. Caudill is painting the alcoves and H. Schneider offered scaffolding from Pinnacle. Just need to call Pinnacle and share details of the project.
- Looking for available conference tables. It was recommended to reach out to school or other libraries.
- L. Bronson recommended SuperClean and JLM Rug Cleaning for the rugs to get quotes. L. Rumsey will select a provider after getting the estimates.
- Unaccompanied Minor Policy – L. Rumsey would like to increase the unaccompanied child policy to 12 based on behaviors at library. C. Stephenson moved to approve the increase of age and R. Sprague seconded. All approved.

Committee Reports:

- **Building Committee –** K. Mishrell was not present but sent out a detailed list of what he would the contractor to do for the roof to fix the ice problem that causes dripping in the gutters. K. Mishrell will book contractor after August.

- **Budget and Finance –**
  - Report was emailed out.
  - L. Rumsey has been learning how things work finance wise with H. Schneider.
  - Still moving forward with asking for a 5% increase for the budget vote for 2022. Vote needs to be posted 45 days in advance and advertised in the paper. Will work on a handout to give the public when we have a Public Budget Hearing.

- There will be a Finance Committee Meeting April 27 at 5 p.m. at the library.

- **Legal –** No report from B. Plaskov. There was an incident with someone who did not want to wear a mask because of a medical condition that he did not have documentation for. L. Rumsey asked the patron to leave and B. Plaskov said L. Rumsey did nothing wrong.

- **Personnel** - Library workers liked the Keurig. L. Rumsey's evaluation will be coming up. R. Sprague will be emailing the evaluation to all board members to complete.

- **Public Relations –** C. Stephenson asked that we do an advertisement about the rebranding. C. Stephenson will talk with L. Rumsey further about this. C. Stephenson asked to do a virtual fieldtrip to the Dormann Library for the Kindergarteners instead of the typical annual field trip.

- **Lifelong Learning –** No report.

New Business:

- **Reappointment of Two Board Members –** C. Stephenson and K. Mishrell were reappointed.
- **New Board Member –** J. Hadac cannot attend board members and can no longer be on the board. L. Bronson encouraged folks to think of a new board member. R. Sprague will make sure B. Plaskov is still interested in being on the board.

Period for Public/Staff Expression: None

L. Bronson moved to go into Executive Session at 6:04.

Next meeting: April 20 at 5 p.m. via Zoom.

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.

<u>Committee Reports:</u>

- **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.

Dormann Library
Board of Trustees
Minutes
Tuesday, May 18, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, S. Pifer, L. Perry, H. Schneider, L. Zawrotny, T. McKinley, E. Simms, D. Shugars, and L. Rumsey.

Call Meeting to Order: 5:04 p.m.

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

Period for public/staff expression: No public present.

April Meeting Minutes: L. Perry moved to approve and L. Zawrotny seconded. All approved.

Correspondence: Letter came in from the jail that was difficult to read.

Library Director Report:
- Would like to open the café and break even with income including staff expenses.
- R. Sprague will check with a lawyer in regards to bringing pets into the library as therapy animals.
- L. Rumsey will also check with Department of Health in regards to pets because of the café.
- R. Sprague will check with a lawyer in regards to if can share with police if they ask if someone is in the library.
- T. McKinley will send L. Rumsey an Emergency Procedure Policy.
- L. Rumsey reviewed a situation that included giving a banning letter to a patron.
- Board congratulated L. Rumsey for winning the book cart as she was nominated as an outstanding library director.
- L. Rumsey will send link for Google Drive folder for board documents.

Committee Reports:
- **Building Committee** – K. Mishrell not present but L. Bronson gave report.
  - K. Mishrell delivered the pavers and stones for the outdoor café window.
  - Roofing project moving along.

- **Budget and Finance** –
  - Doing well with investments and currently under budget.
  - Tracking finances for café, including staffing for it currently.

- **Legal** – No report.

- **Personnel** – Director's Evaluation went well.

- **Public Relations** – No report. C. Stephenson is retiring and would like to volunteer at library more.

- **Lifelong Learning** – No report.

Old Business:

- **Budget Vote Planning** – Need to push budget vote to July 22. There will be an open meeting at 5 p.m. on July 20 for the public to ask questions on the budget. L. Bronson will email the template on what was used to give to the public in the past years to L. Rumsey. L. Rumsey will need to contact the Election Board to let them know in order to do the vote. H. Schneider will send the numbers for the template to L. Bronson and L. Rumsey.

New Business:

- E. Simms was voted in as our newest trustee to the Dormann Library Board.

Period for Public/Staff Expression: None

Meeting ended at 5:39 p.m.

Next meeting: June 15 at 5 p.m. in person.

Dormann Library
Board of Trustees
Minutes
Tuesday, June 15, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, S. Pifer, H. Schneider, L. Zawrotny, T. McKinley, E. Simms, and L. Rumsey. B. Kretchman was the staff present.

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

Adoption of Agenda: C. Stephenson made a motion and L. Zawrotny seconded. All approved.

Period for public/staff expression: No public present.

May Meeting Minutes: R. Sprague moved to approve and E. Simms seconded. All approved.

Correspondence: Letter of resignation to the Board of Directors from R. Lysyczyn. R. Sprague will do an exit interview and there will be a lunch and dessert on June 30th to celebrate her retirement.

Library Director Report:

- Received a letter from Utica Insurance that deductible is increased and coverage decreased. L. Rumsey will reach out to Taggart's (the broker for Utica) to find out more details. Discussed having someone from Taggart insurance on the Board of Directors.
- Will encourage patrons to eat by the café.
- Discussed the rental agreement between the library and Pro Action. L. Rumsey will let Pro Action know that the library is looking at the lease and discussing plans for 2022.
- Empire Room reservations – will put form on website. C. Stephenson made a motion and R. Sprague seconded to amend the policy so that people can reserve room with a phone call and then fill out the form when they come in. All approved.
- Will charge for the Empire room if being used by a for-profit at $30 an hour. Nonprofits will be charged $15 if they are charging for an event. Nonprofits are free if not charging for their event. Will also charge a $15 cleaning fee if event has food.
- L. Rumsey would like to amend technology grant to have ten thin clients and a new laser printer at $350. Would also like to purchase some hotspots and laptops. The grant mandates a 50/50 match. Would stay within the same budget, but would amend the equipment being purchased. Will also have to pay for installation and warranty.
- Need board members help in the Book Barn for first two Saturdays in July (the 3rd and 10th) from 10 a.m. – 2 p.m.
- Money from Arts Council Grant that was received last year, needs to be used this year for the same project that was asked for in the grant.
- $273 extra can be used for the summer program that was made from a fundraiser from last year.

Committee Reports:

- **Building Committee** – K. Mishrell not present but L. Bronson gave report.
  - Roof can start after July 1, 2021.
  - Two holes in grounds past sidewalk before the music garden. C. Stephenson will show L. Rumsey to see if P. Langendorfer can fix.

- **Budget and Finance –**
  - Currently under budget.
  - Went over Proposed Budget sheet. H. Schneider will add that we are asking for a 5% increase from a budget that had a 1% decrease in 2021. Technically we're asking for a 4% increase. The 5% increase is only $17,000 and minimum wage went up. L. Rumsey will add to the back of the sheet library programs and other things from C. Berry's files.

- **Legal –** No report.

- **Personnel –** No report.

- **Public Relations –** Will do a press release on the kindergarten virtual library visit. Will have a library open house in September.

- **Lifelong Learning –** No report.

Old Business:

- **Budget Vote Planning** – Public Meeting will be July 20 at 5 p.m. Would appreciate board members there. Budget vote is July 22.

New Business: None

Period for Public/Staff Expression: None

Executive Session – H. Schneider made a motion to go into Executive Session and E. Simms seconded. All approved to go into Executive Session at 6:33 p.m. R. Sprague moved to go out of Executive Session and C. Stephenson seconded. All approved at 6:54 p.m.

Meeting ended at 6:55 p.m.

Next meeting: July 20 at 5 p.m. in person.

Dormann Library Public Budget Meeting
July 20,2021

Public Attendees: William Andersen
Board Attendees: K. Mishrell, E. Simms, S. Pifer, L.Bronson, R. Sprague, C. Stephenson, H. Schneider, L. Zawrotny, L. Rumsey
Meeting began at 6:02

L. Bronson began the meeting with everyone introducing themselves. L. Bronson explained the handouts and budget overview. It was noted that COVID restrictions changed last year's activities significantly. To the library's credit they remained open under strict state rules and regulations.

H. Schneider clarified the budget increase. The 2020-2021 budget went down 1%, so the proposed budget increase of 5% is actually less. Payroll increase reflects a multi-year plan to adjust for the $15 minimum wage requirement.

The meeting was opened for questions. There was a back and forth dialogue with Mr. Andersen for a majority of the meeting. Mr. Andersen's questions included:
Is Dormann Library a private library? (He noted that he thought it was on the library website.)
Could we charge for library cards or find other ways to supplement inco me?
As a landowner, Mr. Andersen raised concerns regarding taxes paying for services that not everyone uses. (libraries, schools). As a retired fire department member, he used examples of fund raising to pay for needs. He expressed how he thought some people take advantage of services but do not pay their fair share. He is a landlord and noted that renters do not pay property taxes. He also commented on the amount of tax exempt properties in the Bath area. He also questioned the checks and balances in place regarding the budget.

L. Bronson welcomed ideas Mr. Andersen might have for fundraising.
C. Stephenson shared her experiences at the library and the community space it creates for the children's' safety and development.
H. Schneider explained that this is not a "content" library or board and we are always improving.
L. Rumsey explained that we are limited in terms of what we can charge for and that we cannot charge for library cards.
K. Mishrell shared how much money he saves by borrowing books vs. buying them
L. Zawrotny shared her impression of the library as a community center and how it can be used by business owners for meetings and local connections.
R. Sprague added perspective on different libraries and how many are under different umbrellas. Dormann Library is an Association Library.
Mr. Andersen left at 7:00.
L. Bronson added a business note. Janet Arnold from Community Bank has contacted her regarding meeting with the board again to discuss taking distributions from our account as well as possible changes to our IPS. We will look at having her attend our September meeting.

Meeting adjourned at 7:10

Dormann Library
Board of Trustees
Minutes
Tuesday, September 21, 2021

Present: C. Stephenson, L. Bronson, R. Sprague, S. Pifer, H. Schneider, L. Zawrotny, L. Perry, T. McKinley, E. Simms, D. Shugars, K. Mishrell and L. Rumsey. T. Didrence was the staff present.

Call Meeting to Order: 5:01 p.m.

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

Period for public/staff expression: T. Didrence was present.

June Meeting Minutes: H. Schneider moved to approve and C. Stephenson seconded. All approved.

Correspondence: Thank you note from a staff member for an anniversary bonus.

Youth and Family Services Report:

- T. Didrence reported on the summer program, Tales and Tails.
- Had 25 programs with 411 participants over the summer.
- Partnered with: JSYRC, Bath Community Children's Daycare, Orchestra of the Southern Finger Lakes, Cornell Cooperative Extension Steuben, Science and Discovery Center, and Food Bank of the Southern Tier (summer meals)
- Tend to get more participants in July and would like to adjust programming dates for next summer.
- Next year's theme will be Ocean of Possibility and will be done in conjunction with F. Jack if she receives a grant that she submitted to do this.
- Will do January reading program with new online tracking system encourage families to try the new app for the future.
- Working on increasing programming and materials to loan out for families and youth.

Library Director Report:

- Strategic Plan – L. Rumsey presented a new Strategic Plan for 2022-2025. L. Bronson moved to approve and R. Sprague seconded the new mission and vision statement.
- Columbus Day – Board decided to not add extra days and have the staff pick which date they'd like – Columbus or Election Day.
- Café – Would like to explore allowing other businesses to rent out café. The renter would have to have insurance. If volunteers work at café, L. Rumsey needs to check if volunteers covered under insurance and how they would handle cash.
- Fountain – Would like to have running in Spring 2022.
- Maintenance –
    - Emergent Needs – Pay to get done immediately
    - Wish list – Go over during budget time to add large expenses to next budget.
    - L. Rumsey will ask the Village of Bath for new flag. C. Stephenson will ask who to reach out to at the Village of Bath.
    - L. Rumsey will get quotes to fix the heating/cooling system and also to get a new system due to all the issues that have been happening.
- COVID 19 Policy - Will not be changing any COVID-19 policies at this time.

- Dumping – People are dumping by the Book Barns. L. Rumsey will put a motion light up and potentially put up signage saying there are cameras out there to deter people from dumping.

Committee Reports:

- **Building Committee** –
  - K. Mishrell will work on fountain Spring 2022.
  - Roofing company will start working on the roof before the end of September.
  - Would like to get quotes for a new lawncare company. K. Mishrell noted that P. Langendorfer is doing a good job with the grounds.
  - K. Mishrell will help with some simple electrical work.

- **Budget and Finance** – Currently under budget, doing well with budget and investments.

- **Legal** – No report.

- **Public Relations** – Will not be doing Open House yet due to rise in COVID-19 cases.

- **Personnel** – 6:26 R. Sprague motioned and C. Stephenson seconded to go into Executive Session. 6:31 R. Sprague motioned and C. Stephenson seconded to come out of Executive Session. C. Stephenson moved to renew L. Rumsey's contract for another year and K. Mishrell seconded. All approved.

- **Lifelong Learning** – No report.

Old Business: None

New Business:

- **Nominating Committee**- C. Stephenson and T. McKinley will find a replacement for vacancy from R. Sprague. L. Rumsey will send list from prior years to the nominating committee. L. Rumsey will also update the Trustee list with terms and share with board.
- **Maintenance List** – Would like to create a maintenance list for various things that need to be done on a regular basis.
- **Investment Accounts** – L. Bronson will ask J. Arnold from Community Bank to do a presentation for the board in October 2021.

Period for Public/Staff Expression: None

Meeting ended at 6:57 p.m.

Next meeting: October 19 at 5 p.m. in person.

Dormann Library
Board of Trustees
Minutes
Tuesday, October 19, 2021

Present: L. Bronson, R. Sprague, S. Pifer, H. Schneider. L. Zawrotny, L. Perry, E. Simms, D. Shugars, K. Mishrell and L. Rumsey.

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

Adoption of Agenda: S. Pifer made a motion and K. Mishrell seconded. All approved.

Period for Public/Staff Expression: None present.

September Meeting Minutes: L. Perry moved to approve and R. Sprague seconded. All approved.

Correspondence: None.

Director's Report –

- All trustees received a completed version of the Strategic Plan this month.
- Book barn exceeded goal of $4,000.
- Café open with at least a day of volunteers each week. Now that we are working with volunteers, we need a cash management policy for the café to ensure checks and balances in place for the volunteers. We will begin with an immediate system where another employee signs off on the cash as the café closes each shift.
- L. Rumsey shared her Director's Report, highlighting the need for some items for our monthly drawings.
- L. Rumsey secured a COSAC grant for $1,000 allowing us to bring large print books to area nursing homes.
- Staff continuing to work through policy manual. On track for Board approval

Committee Reports

Building Committee- K. Mishrell

- Cameras are working fine by the dumpster behind the Bookbarn.
- Some of the exterior lights are not working properly.
- Roof is coming along nicely.
- Snow Removal- Seeking quotes for this season
- Lawn Service-Seeking quotes for next season
- Clean Up- November 11, 2021 from 10-12

Budget and Finance- H. Schneider

- Reviewed the written report
- Investments down a little- in line with what is happening across the country
- All data entry is on track
- We will need to move funds from the Lifetime Learning Fund account for the remainder of the roof payment. L. Bronson will contact Community Bank tomorrow about the process.

Personnel – R. Sprague

- Putting together a contract for L. Rumsey. The current contract has the outline for terms moving forward, so this contract will reflect the intent to move forward another year.

Public Relations – C. Stephenson

- No report

Lifelong Learning

- No report.
- Seeking a new lead for this team.

Old Business

- None.

New Business

- We will have Janet Arnold and Kristopher Hacker from Community Bank next month.

Period for Public/Staff Expression

- No public present.

Adjourned at 5:40 pm.

Next Board Meeting

- November 16, 2021

Dormann Library
Board of Trustees
Minutes
Tuesday, November 16, 2021

Present: R. Sprague, S. Pifer, H. Schneider, L. Perry, T. McKinley, E. Simms, K. Mishrell and L. Rumsey.

Call Meeting to Order: 5:01 p.m.

Adoption of Agenda: L. Perry made a motion and H. Schneider seconded. All approved.

Period for public/staff expression: None

October Meeting Minutes: K. Mishrell moved to approve and S. Pifer seconded. All approved.

Correspondence: None

Library Director Report:

- Looking at replacing geothermal heat pump. Dailey recommended replacing all five at $40,000 per pump. Discussion followed on finding a different type of heating system that was cheaper.
- K. Mishrell will look for quotes for sealing the parking lot in 2022.
- Discussed restarting using credit cards for library and cafe. Would need a separate account for credit cards at the bank. S. Pifer remarked that Paypal has worked for him in his business.
- Raffle basket drawing is December 17. Planning on making a few hundred dollars from the fundraiser.

Committee Reports:

- **Building Committee** –
    - Roof is done!
    - Selected a snow removal service for 2021-2022.
    - Street lights not working, L. Rumsey will call Village of Bath to see if they can change the lights. If they cannot, K. Mishrell offered to help change the lights.

- **Budget and Finance** – Everything going well and on track. Working on getting money from trusts into audit and reports. Discussion followed on making sure there is continuity of information sharing between changes in board members.

- **Legal** – No report.

- **Public Relations** – No report.

- **Personnel** – No report.

- **Lifelong Learning** – No report.

Old Business: None

New Business:

- **Nominating Committee-** The committee will meet and pick three candidates and will send to the board to decide on the who to ask to be on the Board of Directors. The nominated candidate will come to the December board meeting.
- **Tax Cap –** Will need to send a letter to the school for a tax cap override. H. Schneider made a motion to send the letter to the school to exceed the tax cap. E. Simms seconded it. Carried unanimously.
- **Budget Planning –**Will schedule a time to meet via email.

Period for Public/Staff Expression: None

H. Schneider moved and K. Mishrell seconded to adjourn the meeting. Approved unanimously.

Meeting ended at 6:01 p.m.

Next meeting: December 21 at 5 p.m. in person with a dish to pass for a Christmas celebration.

Dormann Library
Board of Trustees
Minutes
Tuesday, December 21, 2021

Present: L. Bronson, S. Pifer, C. Stephenson, L. Zawrotny, L. Perry, E. Simms, D. Shugars, K. Mishrell, E. Stephenson, T. McKinley, and L. Rumsey.

Call Meeting to Order: 5:01 p.m.

Adoption of Agenda: K. Mishrell made a motion and C. Stephenson seconded. All approved.

Period for Public/Staff Expression: None present.

November Meeting Minutes: D. Shugars moved to approve and K. Mishrell seconded. All approved.

Correspondence: Thank you note from K. Caudill.

New Trustee: E. Stephenson was voted into the Dormann Library Board of Trustees to replace R. Sprague.

Director's Report

- Report was provided. L. Rumsey discussed highlights.
- Chat-a-Whyle will be providing soup and sticky buns to be sold at the café.
- Town of Bath will put in a work order for street lights to be fixed.
- P. Langendorfer hoped to fix gutters with some caulking. Will find out if worked at next heavy rain.
- Will have staff get Narcan training.
- Will be distributing masks and COVID-19 tests for Steuben County (J. Wheeler approached B. Hildreth to do this).
- Request for Reconciliation of Library Material was discussed. L. Rumsey will craft a letter that L. Bronson will sign thanking for her input but that no changes will be made.
- Discussion continued that training around Diversity, Equity and Inclusion for the public and/or staff could be appropriate.

Committee Reports

Building Committee- K. Mishrell - Nothing to report

Budget and Finance- H. Schneider

- Budget meeting in January 12 at 5:30 in person.
- Board voted to override the tax cap for 2023 budget. We may not need to use it but have it in place just in case.

Personnel – R. Sprague

- R. Sprague not present.
- R. Sprague did things for the staff for Christmas.
- E. Simms purchased a card and gift to present to R. Sprague for her years of service.

Public Relations – C. Stephenson - No report

Lifelong Learning - No report.

Old Business - None

New Business - None

Period for Public/Staff Expression - No public present.

Adjourned at 5:26 pm.

Next Board Meeting

- January 18, 2022 at 5 p.m.