Library Board Meeting Minutes
March 21, 2023

Members Present: Kim, Tess, Kathy, Stacey, Heather, Sam, Emily, Cheryl, Lisa
Members Excused: Dan, LeighAnn

Adoption of agenda: approved 9-0

Approval of January meeting minutes: no one recalls seeing them, maybe Dan has them??? Tabled

Introduction of Jonathan Chase, a candidate for a Board position

Director's Report: no feedback but there was a consensus that we liked seeing the programming numbers as high as they have been.

Committee Reports

- Budget & Financing: Overall finances look good. January and February 2023 are much better than the same time last year due to construction grant monies coming in. Question regarding memorial donation, unsure what that money is.
- Personnel: waiting to go over SOPs (Standard Operation Procedures)
- Public Relations: a lot going on, kindergarten field trip coming up, many different programs being held weekly. Can we get kids involved in raising funds for the outdoor space?
  A lot of discussion regarding the Life Long Learning fund. Funds (substantial amount) are to go towards learning. Heather explained the original set up, the regulations, etc. We felt we need to restructure it and run it our way. We need a diverse group to help raise funds, need a leader to head this up. Can Board members participate? Staff? Is this a committee that doesn't have to meet monthly? Kim O. will meet with LeighAnn to see what her vision is, Kim will also investigate other libraries, etc. We would like to look over the bi-laws already in place, tabled discussion until we have access to bi-laws.

Old Business: we have an open Board seat that needs to be filled. Jonathan Chase was approved 9-0, welcome Jonathan!

New Business: need to clarify bi-laws. Discussion regarding the number of times we meet a year. We would like to specify meeting a minimum of 6 times, with a maximum of ten times, with no more than two months between meetings. July and August meeting free as a matter of past practice. Approved 9-0

Meeting adjourned at 6:35, next meeting will be held on April 18th starting at 5:30.

Dormann Library Board Minutes
5/16/2023

Members Present: Kathy, Tess, Dan, Sam, Lisa, Cheryl, Emily, Jonathan, Stacey, Heather, LeighAnn
Excused: Kim O.

March minutes approved 9-0

Correspondences: thank yous, email to Alisha regarding the good job she is doing.

Director's Report:

- Members need to sign and return ethics statements
- If members haven't participated in any sexual harassment training, it needs to be done
- Second Chance rummage sale, 7/15. Charging $10.00 per table to set up and sell. There will be a sale table and a bake sale table sponsored by the library if you care to donate to either.
- The library will be closed through fair week (8/14-8/20) so things can be brought up to date. Unanimously approved.
- Concerned about budget vote because of the village assessment issue. Please encourage everyone to vote. If budget gets voted down, there will be no monetary increases. The public needs to be aware of what happens with a no vote. Public meeting to discuss vote will be held at 6:00 on June 8th, please attend this meeting. Actual vote is on 6/13 from noon to 8.
- Outdoor space is not funded by tax payer monies, it is all grant funded.
- We need to publically celebrate the amount of grant monies the library has been rewarded.
- Discussion on the mowing and trimming of the library grounds. Do we do our own (Cheryl donated a riding lawn mower) or hire it done? Sara is in charge of volunteers, does she find mowers? Kim O. was going to look into having students do it for their community service hours. Jonathan thinks his father-in-law might do it. Approval given to purchase a field trimmer weed

whacker. Will leave it up to LeighAnn to hire it done if it isn't working out with volunteers.

Finances:
Kelly Fitzpatrick no longer doing reviews of finances, minutes, etc.
Possible choices to do the reviews – Jason Mayausky, CPA or EFPR, Cunningham & Stauring. Will need to check costs.

First Empire pass given out was never returned.

1st Amendment Audit - will be reviewed by Lisa and LeighAnn. The audit regards people videotaping people in public trying to get the persons taped riled and have a confrontation. The confrontation is then uploaded to YouTube. Staff needs to be polite and disengage the videographer.

Will revisit the strategic plan next month.

Executive Session: discussion of personnel

Committee reports:

- Budget: looks good, much better shape than we were at this time last year
- Personnel: policy needs to add 1st Amendment policy
- Public Relations: Any specific needs for the rummage sale day?
- Life Long Learning: will discuss next month
- Building and Grounds: Building assessment needs to be done so needs can be realized. Jonathan will do assessment.

Old Business: none

New Business:

- Staff expression: the public needs to know what's going on at the library, lots of positives.
- Signage update for the outdoor space

- June is Pride Month: could have potential issues with specific books the library offers.

Meeting adjourned at 6:42

Respectfully submitted,
Kathleen C. Partridge

Dormann Library
Board of Trustees
Minutes
Tuesday, June 20, 2023

Present:, S. Pifer, D. Shugars, H. Schneider, J. Chase, K. Ortiz, S. Wing, L. Zawrotny, T. McKinley, and L. Rumsey

Call Meeting to Order: 5:31 p.m.

Adoption of Agenda – D. Shugars moved to approve the agenda and S. Wing seconded. All approved.

Period for Public/Staff Expression: N/A

May Meeting Minutes: H. Schneider moved to approve and J. Chase seconded. All approved.

Correspondence: None

Director's Report –

- Will have one hour training with board in September or October from STLS that is mandated – will cover 2 hour training mandate.
- Board encouraged to share Human Services Fair with others to increase community engagement – have a large turnout of nonprofits tabling.
- L. Rumsey is getting quote on Outdoor Space and will take quote to the Edith Saxton Fund to see how much aid they will provide.
- Will apply for NYS Construction Aid Funds for fence for Outdoor Space. Gave suggestions for fundraising ideas for the space. Two that went over well with the board included a Readathon and having fence sponsors for the remaining fence (NYS Construction Aid will only cover 75%). H. Schneider, K. Ortiz, L. Rumsey, S. Wing, L. Zawrotny, J. Chase and T. McKinley agreed to be on a fundraising committee.
- H. Schneider recommended Ed Bysiek be the CPA that does the audit for the library as he has done audits for other libraries and had good communication with the Dormann Library. K. Ortiz moved and H. Schneider seconded to have Ed Bysiek do the audit for the library. All approved.
- The Dormann Library will move all financial services to Ed Bysiek in January 2024. K. Ortiz moved and L Zawrotny seconded. All approved. L. Rumsey will notify our current financial service that we will stop using them December 31, 2023 via letter.

Strategic Plan – L. Rumsey gave updates on the Strategic Plan and shared what objectives were on target, delayed, not started or abandoned. Most objectives were on target and for things that were not, there was good reason. The board asked L. Rumsey to give an update on the plan every six months.

Committee Reports-

Building Committee- J. Chase

- J. Chase will check gutters and do a building check. J. Chase also has checklists for maintenance plans for the library to use.

Budget and Finance- H. Schneider

- Library has received many grants for outdoor space.

- Costs are down for the library and investments are doing better and beginning to level out.

Personnel – L. Zawrotny

- Working on various policies and procedures.
- L. Zawrotny will be doing exit interviews with staff that are leaving.
- Comparing Dormann Library policies with policies from other libraries.
- Will create a general harassment policy that includes bullying and sexual harassment.
- Creating policy on what spaces are appropriate for staff and patrons to go and what spaces are not in the library.

Public Relations – C. Stephenson

- No report.

Lifelong Learning – K. Ortiz

- K. Ortiz has done some research on what other libraries do.
- L. Rumsey and K. Ortiz will ask B. Joint and M. Schlecter on how to dissolve the Lifelong Learning Fund. The money would remain in a library account.
- D. Shugars will review investment policies. Board discussed having an investment policy with merged accounts.

Old Business - None

New Business - Already discussed.

Period for Public/Staff Expression - None

Adjourned at 6:41 pm.

Next Board Meeting

- September 19, 2023 at 5:30. S. Wing moved and D. Shugars moved to adjourn and all approved.

Board of Trustees Meeting
September 19, 2023

Members Present: Tess, Kathy, Sam, Jonathan, Stacey, Kim, Lisa, Dan

June Minutes: approved unanimously.

Correspondences: thank you from Harvest Baptist Church for donation from café'

Director's Report:

- Budget needs to be created for next year. Dan, Heather and LeighAnn serve on this committee. Tess has offered to participate as well.
- LeighAnn suggested we don't raise taxes next year because of the budget issues we had this year.
- Board has unanimously voted to raise the tax cap.
- Discussion in regards to offering health insurance to employees. It would be cheaper to raise wages and have the employees purchase their own insurance through Excellus or another company.
- Trustee training needs to be scheduled in either November or December, preferably in Nov.
- Steve Ketchum has voluntarily mowed and trimmed the library grounds all summer. The Board has approved purchasing a 100.00 Visa as a thank you.
- Snow removal quote from Pinnacle was 6500.00, accepted.
- Being closed during the week of the fair allowed the staff to catch up on many projects, many things were accomplished. It was suggested that the library close annually during fair week so the staff can catch up on things that need to be completed.

Buildings and Grounds: waiting for quotes from Gutter Rescue and Just In Time gutter companies to get opinions on solutions to the gutter overflow during rainstorms.

Budget & Finance: no report

Personnel: reviewing policies. Director evaluation is coming up, the evaluation that will be used is well done.

Public Relations: no report

Lifelong Learning: provide fundraising when needed. Kim is having trouble getting the original information she needs through Mark Schlectner, she will continue trying. She has also created a website, Funding the Dormann. Would like to dissolve the original policies regarding Lifelong Learning, create updated policies.

Old Business: none

New Business:

- The director evaluation will be sent to the Board of Trustees along with staff members. Tess will compile the results then meet with Lisa and LeighAnn to go over the survey. The Board will be given a review of the results.
- Cheryl Stephenson resigned tonight from the Board. We need to find someone to fill her position. There is a list of possible candidates, want more diversity within the Board. It was suggested asking Ethan Hurst, a student at Haverling. He has spent many, many hours at the library assisting where needed, would be a positive addition.

Meeting ended at 6:05 followed by a tour of the library.

Dormann Library
Board of Trustees
Minutes
Tuesday, October 17, 2023

Present: K. Ortiz, H. Schneider, S. Wing, D. Shugars, L. Rumsey, and L. Zawrotny

Call Meeting to Order: 5:35 p.m.

Adoption of Agenda – H. Schneider moved to approve. D. Shugars Seconded. Approved.

Period for Public/Staff Expression: None

September Meeting Minutes: D. Shugars moved to approve. H. Schneider Seconded. Approved.

Correspondence: None

Director's Report – LeighAnn Rumsey

- Confirmed Heather, Tess, and LeighAnn need to be approved to sign bank checks.**
- Heather confirmed details of our vote via email to cash out accounts (Wells Fargo). Once signers are approved, Heather will complete paperwork to do so. (see below)
- Board Training will be via Zoom on Friday 12/1/23. Time to be determined (around usual meeting time).
- LeighAnn submitted grant to Corning Foundation (grant is for $100,000)
- LeighAnn asked about tax cap override - if it's worth it to upset the community. There was a question if this was for the 2024 or 2025 budget. LeighAnn will clarify and we will revisit.

**S. Wing, J. Chase, E. Stephenson, H. Schneider, L. Zawrotny, D. Shugars, K. Ortiz, K. Partridge, and T. McKinley voted affirmatively by email on the following matter: Heather Schneider, Tess McKinley, and LeighAnn Rumsey to be appointed signatories on all bank accounts at Community Bank and Wells Fargo

Committee Reports-

Building Committee- none

Budget and Finance - H. Schneider

- Budget looks good. Current funds are lower due to extra outlay for projects.
- Coordinating cash out of Wells Fargo funds (see reference in Director's report)
- Coordinated with new CPA who is doing a stellar job. Taxes and review are done.
- Will be working on a budget for 2025 with committee via Zoom.

Personnel – L. Zawrotny

- Continued work on SOPs was temporarily on hold.
- Lisa and Tess have LeighAnn's reviews and will provide results. Overall consensus: LeighAnn is doing a great job!

Public Relations – none

Lifelong Learning (Fundraising)

- Kim shared details and a handout regarding the Finger Lakes Gives program (FLX). Not only is this an opportunity to ask for donations, there are companies offering additional prizes if challenges are completed. Kim identified doable ones for us. If board members each take a challenge (or two) and ask friends and family to help, we could make considerably more. Kim designed graphics for us to use to promote on social media and LeighAnn will schedule posts that we can share from Dormann site.

Old Business

- Heather + LeighAnn will plan a meeting for the 2025 budget and discuss compliance deadlines with Budget Committee

New Business

- Discussed next board meeting. Originally set for 11/21, too many will be absent due to Thanksgiving. We've rescheduled earlier (11/14/23) and removed the December meeting due to training taking place that month.

Period for Public/Staff Expression

- No public present.

H. Schneider moved to adjourn. L. Zawrotny Seconded. Approved.

Adjourned at 6:37 pm.

Next Board Meeting

- November 14, 2023 at 5:30 p.m.

Board of Trustees Meeting
Nov.14, 2023

Members Present- Sam, Kathy, Heather, Lisa, Tess, Emily, Dan, LeighAnn

Adoption of Agenda approved 7-0

Approval of Oct. meeting minutes, motion made by Heather, seconded by Dan, approved 7-0

Correspondences: none

Director's Report:

- Dec. 1st training rescheduled due to conflicts with members
- 108 adults and children participated in the Halloween party, many positive comments
- Community Holiday Party will be held on 12/9 from 2-5. Brad Ordway, school choir both will perform; games, door prizes, refreshments served. The Bath Family Resource Center will partner up for this activity. LeighAnn was able to procure 1000.00 from Amazon to use for this event.
- Staff breakfast this year from 9:00 – 11:00 (library will open at 11:00 that day). Alicia and Jami will be providing breakfast for everyone. Activities include cookie exchange, ugly sweater contest, Secret Santa.

Committee Reports:

Building Committee: no report

Budget and Finances: Heather shared the budget for the upcoming year. The budget looks good, isn't exact due to grants awarded, beneficiary monies awarded, etc. Board went into Executive Session to discuss the salary of the director. Once the committee moved out of the Executive Session, the budget was accepted unanimously. LeighAnn will be giving the staff each a 100.00 "bonus" as a Christmas gift, the Board will be giving cards and 15.00 gift cards.

Personnel: Lisa and Tess will be meeting with LeighAnn on Thursday to share the results her staff evaluations. Lisa would like to see employee appreciation continue.

Life Long Learning: no report but Kim set up and sent out information regarding the upcoming fundraiser, FLX. Check out their website for the numerous bonus donation events.

Old Business: none

New Business: none

The next meeting will be held on 1/16/2024.

Motion to adjourn made by Heather, seconded by Lisa.

Respectfully submitted,

Kathleen C. Partridge