

PATTERSON LIBRARY
BOARD OF TRUSTEES MINUTES
January 14, 2020

Trustees Present: Becky Cutrera ~~George M. Disbrow~~ Donald Ferraro Judy Ferraro
~~Carolyn Guigliano~~ Marna Howarth Ruth McGoldrick Karen Powers

Staff Present: Stephanie Harrison, Tara Montini

Meeting called to order: By Don at 6:31 PM with the Pledge to the Flag.

Public Comment: None

Approval of previous minutes –

- Motion to accept the minutes of November 19, 2019 made by Ruth, seconded by Karen; all in favor, approved.

Director's Report Highlights: Stephanie -

- December was spent doing employee evaluations for everyone.
 - Stephanie sat in on all evaluations, except for the ones with the pages.
 - It was a very positive experience, and the main areas of focus were goal setting and reviewing the Circulation Technology Competencies, which are skills staff need both to be hired and to do their jobs effectively. Staff and Amanda determined which skills they wanted to improve upon. The next step is to create a plan for addressing any skill deficits, which will happen in January. Resources to get help with each skill were listed on the Technology Competencies document, which each circulation staff member received during their review.
- Refinancing the mortgage--the process is moving slowly. Bill Melcher from Putnam County Saving Bank needs to send a commitment letter from the bank to us. He says it is done but needs to be reviewed by the bank's attorney. Once we receive it, we will give it to our attorney and once the attorney approves it, we can finalize the process.
- Tax help from AARP will be offered again this year and sign-ups for appointments start tomorrow 1/15/20. We are not sure if we will get two or three tax preparation volunteers this year.
- Staff have worked hard on finalizing the draft of the Emergency Preparedness Manual. George was also sent a copy to review. The new drafts had contact information updated and contains more information on what to do in troublesome (as opposed to emergency) situations. There are tips for staff on how to handle various situations that could be problematic and when to get admin staff involved.
- NYS Bullet Aid arrived on 12/23/19 and we were given \$13,889. It will go towards purchasing a new phone system, a self-checkout station in the Family Center, and hotspot to lend. We'll see how much is left over after these purchases to determine what to do with the remaining money.
- We received three monetary donations in December.
- All staff completed EEOC training provided by Staffline in December, and Staffline distributed an employee handbook addendum with updated EEOC information as well.
- Correction to report: Upcoming program on how to get recruited is on 1.15 not 1.08. We have about 15 registered now and are hoping for walk-ins. It is a good program for teens who hope to play sports in college.

Treasurer's Report: Ruth -

- Bill List -
 - There is a November and December list for this meeting.
 - Motion to approve the List of Cash Disbursements and Expenses, for November, December, and part of January, as of January 14, 2020, made by Ruth, seconded by Marna ; all in favor, approved.
- Treasurer's Report -
 - December and November reports passed around. December was mostly on target, with a few HVAC items and other things we had to pay. Our revenue was up a bit and this helped to balance out some of the overages. Otherwise, the financials are where we expected them to be at the end of the year.
 - Motion to accept the Treasurer's Report for November and December Financials made by Ruth, seconded by Karen ; all in favor, approved.

Secretary's Report: Judy -

- Judy read the thank you card from Denise Montana and family for the gifts given to Ryan and the Montana family.
- Becky sent a thank you for the flowers sent from the library board and staff in memory of her mother.

Committee Reports:

Budget and Finance: Ruth-

- A preliminary budget for 2021-2023 has been created and will be discussed later in the meeting.

Bylaws and Policy: Becky -

- December meeting was cancelled
- Another meeting needs to be scheduled
- There is a list of items to discuss and get done for 2020. The next task is tackling technology related policies and the rest will be prioritized at the Blue Sky meeting.

Emergency Management: George absent

Government Outreach: George absent

Nominating: Judy - Nothing to report

- Thanks to Donald for accepting the presidency for a 5th term, much appreciated and to George for being VP and to Ruth for being treasurer again.

Personnel: Judy - Nothing to report

Ad Hoc 414:

- Don wants Karen to set up a meeting. This committee consisting of Karen, Carolyn and Don from the board, and Stephanie and Lillie from the staff, will be up and running shortly.

Old Business:

- **Expansion of Services**
 - A discussion took place regarding how to reach residents in the Putnam Lake community. An ad-hoc committee was created to explore this issue more fully.

New Business:

- **414 Vote**

- Ruth distributed a handout on the amount we would like to ask for in the 414 vote. The board needs to approve the request. Ruth went over the handout -
 - The budget is based off of the 2020 budget with mostly 3% increases, except for a few items targeted by Stephanie.
 - Stephanie -
 - The personnel line is increased by more than 3% to give some staff a salary increase to put them more in line with what they could make elsewhere.
 - Materials have been increased by a larger amount because she would like to see more spent on materials, especially in digital areas (e-books, audiobooks, videos), and museum passes.
 - The technology line was increased because there is always a need for upgrades and more money would allow us to obtain fun technology for patrons, too.
 - Ruth -
 - We are assuming all other income besides 414 is the same (county, schools, interest, etc.).
 - There is also money budgeted for outreach activities to better serve our patrons.
 - We are asking for a \$144,885 increase, last time we asked for a \$135,931 increase in 2016. The total support amount from residents would be \$1,018,468, which averages out to about 82 cents for every \$1,000 value of a house. Right now it is 70 cents. An average \$300,000 home pays \$210 a year to the library in taxes. The ask would be about \$246 for the average home, which is about the cost of 2 movie tickets.
 - Don -
 - Discussed his tax bill and what various services in the town costs taxpayers as compared to what the library costs taxpayers.
- Motion to approve the 414 increase of \$144,885 for FY 2021 made by Ruth, seconded by Becky; all in favor, approved. Carried unanimously.

- **Blue Sky Reports for Goals and Objectives for 2019**

- *Budget and Finance Committee - Ruth*
 - Rotate membership so that all trustees have a chance to serve on the committee and understand the budget process - **Completed/Ongoing**
 - Audit and Form 990 for FY2018 – **Completed**
 - Capital asset document – **Ongoing**
 - **Being worked on and will be added to 2020 goals**
 - **Carolyn is helping out with this**
 - Readdress Capital and Operating Reserve policy – **Yes, addressed and contributed to this policy**
 - Development of Investment policy/recommend – **Completed**
 - Make 414 recommendation for 2019 or 2020 – **Completed**
 - Cost Planning for NYS Sustainability program – **No**
 - **Not completed due to limited time but it will be added addressed in 2020**
 - 2019 Budget –**Completed**
- *Bylaws and Policy Committee- Becky*
 - Operating Reserve Policy – **Completed**

- Capital Reserve Fund Policy – **Completed**
 - Financial Controls – **Completed**
 - Discuss option to invest long term; create a policy if needed with Finance committee – **Completed**
 - Personnel policy – review and update – **Mostly Completed/Ongoing**
 - **Will continue to work on the few left in 2020**
- *Emergency Management Committee (submitted via email by George)*
 - Complete written Phase 2 Damage Assessment Plan and insurance policy – **Not Completed, ongoing for 2020**
 - Inventory supplies and equipment (furniture, fixtures, equipment, materials) – **Completed**
 - Continue participation with Town Emergency Management Committee re: community respite, comfort and stress relief during emergencies – **Completed and ongoing as needed**
 - Complete Phase 3 Recovery Plan (vendors, etc.) – **Not Completed**
 - CPR, AED, Basic First Aid and Narcan training for staff and trustees – **Completed and to be reviewed on a yearly basis**
 - Emergency evacuation plan/shelter in place (staff attendance, employee zones) - **Completed**
- *Government Outreach Committee - Karen*
 - Attend Town Board Meetings - **Completed**
 - Keep Town Board aware of library programs - **Completed**
 - Use Town Board meetings to solicit new trustees- **Ongoing**
 - **This is how Denise came to the board**
 - Attend PCLA events in May and October - **Completed**
 - Attend county budget hearings - **Completed**
 - Attend trip to Albany - **Completed**
 - Poll Town Board members as to how to meet needs of community - **Completed**
 - **George completed this**
 - Attend Library Proclamation Day (county sponsored) - **Completed**
 - Communicate with Recreation department and Parks department for event planning, as needed - **Completed**
- *Long-Range Planning Committee - Don*
 - Review Long Range Plan drafted by the Library Director, provide input and adopt - **Completed**
- *Nominating Committee - Judy*
 - Recruit new board members and make recommendations to Board - **Ongoing**
 - **Did recruit a new member**
 - Provide orientation during interviewing process - **Ongoing**
 - **Was done for new member**
 - Expand outreach for new board members using social media - **Completed**
 - Work with personnel to interview Director candidates, as needed - **Not needed**
 - Become more proactive in recruiting new board members - **Ongoing**
- *Personnel Committee - Judy*
 - Review annual compensation and make adjustments as needed – **Completed**
 - Re-evaluate Library Director’s performance plan process – **No, not completed**
 - Personnel Budget (incl. minimum wage increases) – **Completed**
 - Work with By-Laws committee on personnel policies – **Completed**
- Met almost all of our goals!

- At the Blue Sky meeting next week we will carry over any goals that haven't been completed or are ongoing.
- Will get two ad-hoc committees going
- Stephanie passed out Conflict of Interest Statements and the document was signed by attending board members
- set meeting date for 414 meeting - Karen, Carolyn, Stephanie, Lillie and Don - this Thursday 1/16/20 at 1 pm

Trustee Observations - Trustees commented on the meeting.

Motion to adjourn made by Marna , seconded by Judy ; meeting adjourned at 7:54 PM.

Next meeting: Tuesday, February 18, 2020 at 6:30 PM