

**Schoharie Free Library  
Board of Trustees Meeting Minutes  
March 11, 2020**

The Schoharie Free Library Board of Directors held the March 11, 2020 meeting at 103 Knower Avenue Schoharie, NY 12157 at 7pm.

**Present:** *Officers:* Pat Clancy, President; Dan Ennist, Treasurer; Vanessa Repicky, Secretary. *Trustees:* Amanda Maleszweski, Toni Schaeffer, Bridey Finegan, Elizabeth Farr

**Phone:** Deb Paden, Vice President

**Absent:** Michelle Haverly, Trustee

**Call to Order: 7:04pm**

**Secretary's Report:** Meeting minutes from the February 2020 meeting were submitted for review by Elizabeth Farr, Trustee. Upon a motion by Amanda Maleszweski, seconded by Toni Schaeffer, the board unanimously approved the minutes as amended.

**Treasurer's Report:** The Treasurer's report from February 2020 was submitted for review by Dan Ennist, Treasurer. It was decided that earmarked donations would be deposited into the savings account that was established for grant money. That account will now be called "grants and reserved donations". Upon a motion by Vanessa Repicky, seconded by Toni Schaeffer, the board unanimously accepted the February 2020 financial report. Upon a motion by Bridey Finegan, seconded by Pat Clancy, the board unanimously accepted the February 2020 Transaction detail.

**Program Director's Report:** Jennifer Mosher submitted the February 2020 Program Director's report for review. Upon a motion by Elizabeth Farr, seconded by Amanda Maleszweski, the board unanimously accepted the February 2020 Program Director's report.

**Director's Report:** Cathy Caiazzo submitted the February 2020 Director's report for review. It was noted that the 2019 Annual report was approved and submitted. Upon a motion by Amanda Maleszweski, seconded by Toni Schaeffer, the board unanimously accepted the February 2020 Director's report.

**New Business:**

**New Looks Landscaping-** The board reviewed the quote received from New Looks Landscaping. Upon a motion by Vanessa Repicky, seconded by Pat Clancy, the board unanimously appointed New Looks Landscaping as the contractor to provide lawn maintenance for April 2020 through November 2020.

**Commercial Insurance Policy-** Bridey reports that the library's building insurance policy premium is increasing. The board discussed policy options and agents. Bridey is obtaining a new quote. The board will defer payment until the April meeting. Dan assured us that the DNO insurance premium has been paid.

**Holiday Closures:** The board discussed the need to establish a policy regarding which holidays the library will be closed. Upon review of similar policies held by other local libraries and businesses, the board came to an agreement. Upon a motion by Amanda Maleszweski, seconded by Toni Schaeffer, the board unanimously agreed that the Schoharie Free



Library shall close for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

**COVID-19-** The board discussed the recent outbreak of COVID-19 and ways in which the library can respond to this pandemic. Dan Ennist circulated a pamphlet published by the NYS Department of Health which outlines recommended cleaning practices and procedures. Pat Clancy suggests that all the stuffed animals and children's toys be temporarily removed. Cathy shall wear gloves while checking in and out books as well as disinfect the STEM kits upon return. Cathy will ask Kim Cleveland, the library cleaner, what she does in regards to disinfecting surfaces. Cathy will need to disinfect all surfaces, doorknobs, bathrooms and computers three times a day or more as needed.

- Upon a motion by Deb Paden, seconded by Elizabeth Farr, the board unanimously authorized the Schoharie Library Board of Directors to take action per the NY not for profit corporation law via telephone conference meeting so long as all the board members can hear each other

#### **Old Business:**

**Charter Update-** No action taken at this time

**New BOT Member and Terms-** It was clarified that new board members will serve five year terms based upon the month in which they start. A new potential board member has been identified and Vanessa Repicky will reach out to him in recruitment.

**Survey Results-** Cathy Caiazzo circulated the results of the library's recent survey. 111 responses were received. Pat Clancy recorded all the comments and circulated them as well. The board discussed the results and will use the findings while planning for the future.

**Meeting Dates/Contact List of BOT Members-** Vanessa will circulate this information. Pat will ask Cathy what the date is of the May MVLS dinner, and would like to have a May board meeting as well.

**Attendance at Schoharie Central School Board Meeting** - Michelle Haverly represented the library at the February 13, 2020 Schoharie Central School Board meeting at which the Tax Levy increase was approved for the ballot.

**Advocacy Grant-** Deb Paden has been in contact with Race Printing to determine the options available and costs associated with a mass mailing. This year she will pursue an "every door direct" mailing.

- Upon a motion by Pat Clancy, seconded by Vanessa Repicky, the board unanimously approved the expenditure of up to \$2000 of Advocacy grant money for printing and mailing of postcards.

Cathy will be asked to research options for purchasing reusable bags with the Schoharie Library Logo printed on them.

- Upon a motion by Pat Clancy, seconded by Amanda Maleszweski, the board unanimously approved the expenditure of up to \$500 of Advocacy Grant money to be spent on reusable bags.

**Library Financial Review-** Dan Ennist mailed a letter to the company hired to perform our financial review requesting an update and had not received a response as of the date of this meeting.

**Furniture** – The new tables and chairs purchased for the Betty Eaton Room have been delivered and set up. Bridey will work on moving the table in the upstairs back room near the bathroom down to the basement to make room for one of the new tables. Bridey also suggests that we consider removing the old couch in the upstairs front room to make more



space available for tables while not in use. Bridey will find out if the couch is currently "on loan" from a patron who may like to have it returned.

**Tree Removal/Parking Spaces-** Elizabeth Farr will follow up on tree removal quote. The board discussed preparing to submit a construction grant application for the expansion of the parking lot. The next grant cycle begins July 1, 2020.

**Search Committee-** The second search committee meeting will be held on March 25, 2020 at 7pm. Cathy and Jennie have been invited to attend.

**Executive Session-** Upon a motion by Bridey Finegan, seconded by Amanda Maleszweski, the board unanimously entered into executive session at **8:41 pm**. Upon a motion by Pat Clancy, seconded by Bridey Finegan, the board unanimously exited executive session at **9:15 pm**. The following action was taken:

- Upon a motion by Pat Clancy, seconded by Elizabeth Farr the board unanimously clarifies that the Library Director shall have 3 paid professional days per year and 10 vacation/sick days to be used by December 31, 2020 provided that 2 week notice of vacation days is given.

**Adjourn:** Upon a motion by Elizabeth Farr, seconded by Vanessa Repicky, the board unanimously adjourned at 9:21pm.

**Next Meeting:** April 8<sup>th</sup>, 2020