WHITESVILLE PUBLIC LIBRARY

MEETING MINUTES – December 21, 2021

1. Meeting called to order at 6:08 In attendance: Karen Smith, Jan Talbett, Rebekah Hixson, Chris Lukacz, Doreen Pensyl
2. Public Comment – no public present for comment
3. Minutes October 2021

-addition of email to minutes regarding cancellation of Christmas Party due to COVID

-Note taken that meetings/decisions cannot be made via email. Board President had allowed this decision to go through email.

-minutes accepted – motion Doreen, second Rebekah passed 4-0

1. Director’s Report
* Cris Johnson, magician, was scheduled to perform at Christmas party. Will not refund money so we need to reschedule him for a future performance
* Summer Program – Dave Moreland booked with Angelica Library so we got a reduced rate. Fee $345
* Arts Grant due Jan 7th. Send ideas if you have them by January 1st.

-Director’s report accepted Motion by Rebekah, second Jan passed 4-0

Caleb Cutler joined meeting

1. Fundraisers

-Schedule for year

 March – Bake Sale (tentative due to COVID)

 May – Spring Craft/Vendor show, Blue Jays

 June – Hot Dog/Book Sale (Yard Sales Day)

 July – Garden Tour

 August 10th – Ice Cream Social

 October – Spring Craft/Vendor show

-Revisit March Bake Sale in January motion by Doreen, second Jan passed 5-0

1. Financial

-Notice received that Workman’s Comp bills through insurance not paid (billed quarterly)

 Previous board had changed insurance and used a personal email so we did not receive notification of bills due. Bookkeeper called insurance company and had email changed.

-Financial report accepted motion by Rebekah, second Doreen passed 5-0

 - Bills - $412.00 Toshiba for toner/ink motion by Doreen to pay, second Rebekah

 Passed 5-0

 -Tax override resolution signed although it will not exceed 2% this year

 - 2022 Budget Approved motion Jan, second Rebekah passed 5-0

1. Maintenance
* Construction Grant – Generator to be installed first week January
* Camera Surveillance System – tabled
* Furnace – Left message with Tony Hilliard. No reply. Will contact Mark Bauman.
1. Policies and Procedures
* Gratuities Policy – Brian Hildreth will be sending us a policy to review
* Signed Long Range Plan of Service
* Review ByLaws for next month

 IX. Old Business

-Record Retention – Fireproof/Waterproof Boxes are only good for 2 hours. Will ask Brian Hildreth if items can be digitized, then kept at town hall.

Motion by Rebekah, second Jan passed 5-0

 -Microfilms – Denise Clarke has been contacted. Will contact us when she discusses

 Location of microfilms with Historical Society members.

 X.New Business

 - Library Aide position – 8 hours per week. Karen will advertise on Library Website,

 Facebook and sign outside. Goal is to have aide start February 1

 -Library Substitute will be reminded of Library Tobacco Policy

 -Trustees will brainstorm ideas for 2022 Programming

 -COVID protocol – Will continue to follow guidelines from STLS and Allegany County.

 NYS mask mandate will be followed, log in book with name/temp will be used for

 Visitors, and 3 foot distance will be maintained.

 Next board meeting January 18, 6 p.m.

 Adjourn meeting 8:12 p.m. Motion made by Doreen second Jan passed 5-0