

January 11, 2021 Annual Meeting

Phelps Library Board of Trustees

Roll Call: (meeting via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelley, Holly Rich, Nick Rich, Breeyn Bengston-Schoonerman, Director Dan Bish

Meeting began at 6:29

Public Participation: none

Adoption of Agenda: Accepted unanimously.

Approval of Minutes: Minutes of January 13, 2020, approved unanimously.

President's Report: President Dave Benz congratulates Director Bish on his efforts throughout the year to provide service to the community during the Corona virus pandemic. Dave says that we've done well, considering the challenge.

Director's Report: He and the staff rose to the viral challenge! Lessons learned the year pointed out different methods of delivering expected services. Pandemic restrictions cancelled all previous plans and programs from March 17 to June 29 when curb-side pick-up and on-line video "Children's Hour" began. Restriction changes showed; clear shields, sanitation stations and limited patron attendance.

Standing Committee Reports:

Bld/Tech: Jan. Annual meeting: A search for a contractor to repair the rear stairs and deck; our kiln donated to the Palmyra Christian School, the construction grant was amended to replace the library main door, new shelves were damaged in transit, the new book drop box arrived in October, the new glass door was installed in November. Jan. regular meeting: Electrical work completed in the Community Room and Steam Room, new shelves installed in the Clean Steam area by re-using the old shelves to create the Library of Things, Feb.: Chrome Book is ordered for the touch screen, March, we are informed that the new door's glass doesn't comply with Fire Code and should be replaced with one half hour rated glass for approx. \$2600, staff sink hot water heater disabled as it was leaking and also not used. April, Oculus Rift moved to Teen Room and securely mounted to a A/V stand. May, Discussion concerning Plexi shields for the circulation desk and a quarantine area for returned materials. June, PLS notified us to say Plexiglass isn't compliant and we must use Polycarbonate for shields. July, materials procured to make shields and installed, tables and

chairs re-arranged to limit time patrons can visit, Matt Kominiarek of PLS will install new network equipment. Aug., took the opportunity to clean work spaces, plan for larger projects and finish minor improvements. Sept., eased restrictions resulted in opening the fiction and non-fiction areas which required hand sanitization stations, the opening of school brought expanding our hours to 7:30 AM to allow middle and high students that cannot use remote learning from home. We began recording videos of crafts and projects from the Steam Lab to show on our social media accounts and YouTube Channel, began annual tasks to finish up the year, the funding request process, talking to Phil Troutman concerning the yearly request to the school. Oct., nothing to report. Nov., discussion concerning the long and short term options of sanitizing the library. Dec., Dan reports that the rear exit deck has been repaired but will need further repairs and renovation; he will investigate possible grants for this.

Finance/Funding: End of year assets: Investments: \$396,417.53

Checking accounts: \$84,467.62, Total: \$480,885.15. The **budget for 2020** was: \$208,372.33, Expenses for 2020: \$171,767.73 and Income \$203,690.00

Due to the CoVid19 restrictions which limited fundraising opportunities, our income for the year was below budget. However. Our expenses were also less than anticipated due to restrictions that alleviated expenses for programming and library related travel.

2021 Budget is: \$211,960.00

Budgetary line items are largely identical to 2020

Budget increase mostly attributable to additional \$12,000.00 allocated to state mandated employee salary increases.

Fundraising Income: \$634.44

Contributions: \$1,426.74

Goals for 2021: 1. Explore grant opportunities, 2. Explore other fund raising opportunities keeping in mind applicable CoViD-19 restrictions. 3. Continue to be fiscally responsible

Policy/Personnel: There were meetings on: the extension of the Long Range Plan for a period of two years that should cover the Pandemic and a short period beyond to evaluate lessons on service delivery and programs and renewal of our Director's contract.

Public Relations: January 2020 saw the resignation of Mary Ellen Darling as PR chair resulting in trustees; Matt Brown, Chris Lawson and Leah Hamilton filling the position. Programs canceled due to the pandemic were: the Maker Space at Romulus School District, Stem Night at Geneva Maker Fest, Phelps Library Maker Fest and the Great Give Back. The Library's web site received more traffic than it's Facebook page early in the Pandemic. Lydia Day was awarded the Phelps Library STEAM Scholarship as she will attend Clarkson University to major in engineering. June 29 saw the library open with Curb-Side Service and opened to the public on July 13. Shortly after re-opening on July 13, the library staff initiated a dialog with patrons that underscored the library's importance to the community. In lieu of The Great Giveback, a smaller scale collection of non-perishable food items was held for the local food pantry. An Escape Room fund raising event was held during November and December. The effort raised \$634.44 and received positive feedback.

Election Of Trustees: The Acting Secretary cast one vote for the slate of Trustees : Holly Rich, Nick Rich and Breeyn Bengston- Schoonerman for five year terms ending in January 2026

Nomination and Election of Officers: Dave Benz, President, Lee Coryell, Vice President, Holly Rick, Secretary and Breeyn Bengston-Schoonerman, Treasurer. The Acting Secretary cast one vote for the slate of nominated slate of officers.

Committee Assignments 2021:

Finance/Funding: Breeyn Bengston-Schoonerman- Chair
Kevin Kelley
Building/Tech: Kevin Kelley- Chair
Nick Rich
Policy/Personnel: Lee Coryell- Chair
Nick Rich
Public Relations: Holly Rick- Chair
Lee Coryell

Claims Auditor 2021: List to be distributed shortly

Items for Annual Board

Review and Approval:

1. Director's salary schedule

2. Health Insurance review
3. Operations/Business Insurance
4. Bank Depository Signatures: currently Dave Benz and add Lee Coryell
5. Claims Auditors: see above

Signatories: Dave and Lee will be added at the Bank and added to Investment accounts

6. Vote to Pre- Authorize Payments: a motion was made by Nick
7. Rich and seconded by Breeyn Bengston-Schoonerman to approve the list of time sensitive monthly bills which is available from the Director. Vote to approve was unanimous
8. By-Law Review
9. Signatures Conflict of Interest Policy
10. Whistle-blower Policy
11. Sexual Harassment Policy
12. A motion to accept and approve the changes to the above policies and by-laws was made by Lee Coryell and seconded by Nick Rich and is approved unanimously.
13. The Depreciation Schedule: a motion to accept the Depreciation Schedule was made by Dave Benz and seconded by Nick Rich and was approved unanimously
14. Meeting was adjourned at 7:21

January 11,2021 Monthly Meeting

Phelps Library Board of Trustees

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Breeyn Bengston-Schoonerman, Director Dan Bish

Meeting began at 6:29

Public Participation:None

Adoption of Agenda: Accepted unanimously

1 .Approval of Minutes: Meeting of December 14, 2020, Accepted unanimously

2. Approval of Finances: Report given by Kevin Kelley stating that the monthly appear acceptable

3. Director's Report: Attendance has dropped significantly due to Covid restrictions and cancelled programs. The drop in attendance may have an impact an impact on our annual State report. Dan announces the official start of"1000 Books Before Kindergarten" and the beginning of the Quarterly Newsletter. If Carona infections continue to rise against available hospital beds, the response will be to continue the CoVid restrictions. Dan informs the board that he will have to investigate finishing the new book drop box and that the graphics will have to be approved by the Village Board.

4. Standing Committee Reports:

Bldg/Tech: given In the Director's report.

Finance/Funding: Annual Appeal was sent out during the last month; the response has been encouraging, the Village funding request is coming up.

Policy/Personnel: no report

Public Relations: State wide Library Advocacy Day in Albany is coming up although virtual.

Unfinished Business: none

New Business: Trustees should remember the NYS training requirement for Minimum Standards which will be a four hour course, on-line and Dan warned trustees to record their own attendance and courses

taken.

Meeting was adjourned at 7:44 Submitted by Kevin Kelley

Phelps Board of Trustees February 8, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston-Schoonerman,

Holly Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, January 18, 2021

- a. Nick, motion; Bree, second; All in favor

2. Approval of Finances:

- a. Bree stated that finances are in order.
- b. Holly, motion; Lee, second; All in favor

3. Director's Report

Dan shared that the annual report software is ready for review.

The image file for the new Book Drop is available and has previously received Village Board approval. Estimates for its construction are still needed.

Although New York state COVID-19 numbers have decreased, testing has also decreased. Therefore, it is prudent to remain cautious and wait for New York State to offer guidelines regarding an increase in hours/services.

Standing Committee Reports

- a. Building/Technology
 - i. The Book Drop will require construction estimates.
- b. Finance/Funding
 - None
- c. Policy/Personnel
 - None
- d. Public Relations
 - i. Library Advocacy Day is scheduled for Friday, February 26, 2021. Dan and Dave will represent the library at this year's virtual event.
 - ii. Dan offered to explore contacts at the Finger Lakes Times in an effort to publicize future library events
- e. Unfinished Business
 - i. Approval of the September 2020 minutes. Motion; Nick, Lee, second; All in favor (Bree-abstained).
 - ii. Annual forms/Claim Auditor Schedule require all board member signatures
- f. New Business
 - None

Meeting adjourned at 6:46 pm.

Next meeting March 8, 2021 6:30 pm.

Phelps Board of Trustees March 8, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich,
Holly Rich, Director Daniel Bish
(Absent) Breeyn Bengston-Schoonerman
Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes, February 8, 2021

- a. Nick, motion; Lee, second; All in favor

2. Approval of Finances:

- a. Due to absence of the Treasurer the approval of Finances will be tabled until April 2021.

3. Director's Report

Dan shared that in conjunction with the Library the Phelps Hometown Pharmacy is planning a Covid vaccine clinic to be held on a Sunday (exact date to be determined). The Village and the Phelps Community Center have agreed to provide building access. Further arrangements will continue to be explored.

The Teen Room will be undergoing improvements with the building of new shelving units to provide a location for the hardware necessary for the Virtual Reality Program.

A quilting project for area libraries sponsored by the Ontario County Council of the Arts will encourage participants to create a visual representation using felt squares to chronicle their feelings during the Covid epidemic. Materials and further instructions may be obtained at the library.

Standing Committee Reports

- a. Building/Technology
 - i. An air purifier was installed in the main lobby to effectively remove dust and virus particles
- b. Finance/Funding
 - i. Full funding request amount was received from the Town. The Village meeting scheduled for March 15.
- c. Policy/Personnel
 - None
- d. Public Relations
 - i. Library Advocacy Day was postponed.
- e. Unfinished Business
 - None
- f. New Business

- i. Children's Room will re-open Monday March 16, 2021 with recommended Covid precautions in place.
- ii. Resumption of inhouse programs (Summer Reading) and services are currently under consideration and dependent upon continued improvements in the incidence of Covid infection numbers. Efforts to maximize safety may require additional scheduling times, smaller numbers of participants etc.

Meeting adjourned at 6:58 pm.

Next meeting April 12, 2021

Phelps Board of Trustees April 12, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich,

Holly Rich, Breeyn Bengston-Schoonerman,

Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, March 8, 2021

- a. Holly, motion; Nick, second; All in favor

2. Approval of Finances

- a. Breeyn states that the finances are in good order.
- b. February 8, 2021 - Finances approved Nick, motion; Holly, second; All in favor
- c. March 8, 2021 - Finances approved Lee, motion; Nick, second; All in favor

3. Director's Report

Dan shared that in conjunction with the Library the Phelps Hometown Pharmacy is planning a Covid vaccine clinic to be held on a Sunday (exact date to be determined). The Village and the Phelps Community Center have agreed to provide building access. Further arrangements will continue to be explored.

The Teen Room will be undergoing improvements with the building of new shelving units to provide a location for the hardware necessary for the Virtual Reality Program.

A quilting project for area libraries sponsored by the Ontario County Council of the Arts will encourage participants to create a visual representation using felt squares to chronicle their feelings during the Covid epidemic. Materials and further instructions may be obtained at the library.

Standing Committee Reports

- b. Building/Technology
 - 1.b.i. An air purifier was installed in the main lobby to effectively remove dust and virus particles
- c. Finance/Funding
 - 1.c.i. Full funding request amount was received from the Town. The Village meeting scheduled for March 15.
- d. Policy/Personnel
 - None
- e. Public Relations
 - 1.e.i. Library Advocacy Day was postponed.
- f. Unfinished Business
 - None
- g. New Business

- 1.g.i. Children's Room will re-open Monday March 16, 2021 with recommended Covid precautions in place.
- 1.g.ii. Resumption of inhouse programs (Summer Reading) and services are currently under consideration and dependent upon continued improvements in the incidence of Covid infection numbers. Efforts to maximize safety may require additional scheduling times, smaller numbers of participants etc.

Meeting adjourned at 6:58 pm.

Next meeting April 12, 2021