

**January 13, 2020 Annual Meeting
Phelps Library Board of Trustees**

Roll Call:

David Benz, Matthew Brown, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris Lawson,
Director Daniel Bish

Public Participation: None

1. Approval of Minutes, January 9, 2019

2. President's Report

Mary Ellen Darling resigned in December 2019, Leah Hamilton will also be resigning.

- Hurting for Board members, we are looking for more. We are here because we believe in the mission of the library. A guaranteed quorum is needed for the future. Leah suggested to stay on until she finds a replacement. Leah is going to think about this.
- Investments have done well this past year (2019). Total gain \$66,790 dollars, 18.6 percent increase.
- Minimum Wage Laws will increase salary budget. We need to look at fundraising opportunities to help replenish these funds. Looking for opportunities to be more fiscally responsible.

3. Director's Report

Dan has been diving in these past four months and trying to transition as smoothly as possible. Has great support from staff, PLS, etc. The beginning of his tenure, a new bookkeeper had to be hired. This opportunity helped Dan to fully understand what the position entails. PLS orientation and training is continuing. Clean Tech Lab was renovated, with the help from the staff. Believes STEAM Lab has limitless potential. Roughly around 40K for grant funds, down a little from 2018. Will be pursuing more aggressively this year (2020).

4. Standing Committee Reports:

- Building/Technology: Kevin

Looking for a contractor to work on deck and stairway. Kiln was brought to East Palmyra Christian School. Amendment for construction grant for main door. Shelving units were damaged. New book drop was in by October. New glass door was installed in November.

- Finance/Funding: Chris

Overall the year was good. Central campaign didn't do so well. Need to do some work for fundraising. Local government support, community was behind us \$163,960 split

between Town and Village of Phelps. Positive of \$29,624 currently.

- Policy/Personnel:

No committee Chairperson. Went over several things that went on this past year (2019).

- Public Relations:

Mary Ellen was Chairperson. Will need to re-fill position

5. Election of Trustees:

- Election to Trustee Terms

- a. Matt Brown, having filled a vacant seat, to first 3 year term, ending in January 2023 b.
- Lee Coryell, having filled a vacant seat, to first 3 yr term, ending in January 2023 c.
- Leah Hamilton, having filled a vacant seat, to first 3 yr term, ending in January 2023 d.
- Chris Lawson, having filled a vacant seat, to first 3 yr term, ending in January 2023

All candidates are up for re-election.

Lee motion; Leah second; All in favor.

Nomination and Election of Officers

6 Votes for each; 2020 Board of Trustees

Vote to override, Article 5. Section 1.

Secretary, Matt Brown

Treasurer, Chris Lawson

Vice President, Lee Coryell

President, Dave Benz

- 2020 Committee Assignments

Building & Technology,

Lee Coryell

Chris Lawson

Finance & Funding, Chair Chris Lawson

Kevin Kelley

Policy & Personnel, Chair Lee Coryell

Matt Brown

Chris Lawson

Public Relations, Chair Matt Brown

Chris Lawson
Leah Hamilton

- 2020 Claims Auditor Schedule 6. Items for Annual Board Review and Approval

Jan - Leah
Feb - Leah
March - Dave
April - Dave
May - Dave
June - Matt
July - Kevin
August - Kevin
Sept: Lee
Oct: Lee
Nov: Matt
Dec: Chris

1. Salary Schedule, to be presented by Library Director 2. Health Insurance Benefit Summary
Vote to Adopt 2020 Proposed pay rate,
Leah, motion; Lee, second; All in favor

3. Insurance Review 4. Bank Depository Review 5. Claims Auditor Responsibilities Review and Preparation of 2019 Schedule 6. Signatories Review 7.

Authorized Pre-Payments Vote:
Authorize pre-payments on \$1,000.00.
Vote for Lee, motion; Chris, second; All in favor.

8. By-Laws Review
Only change is day of meetings going forward.

9. Conflict of Interest Policy Disclosures to be signed by all

10. Whistleblower Policy Disclosures to be signed by all 11. Sexual Harassment Policy Disclosures

12. Policies Review and Vote
All policies voted on, Dave motion; Leah, second; All in favor.

13. Approve Depreciation Schedule
Dave motion; Matt second; All in favor.

Motion to Adjourn Annual Meeting
Leah, motion; Chris, second

**January 13, 2020 Monthly Meeting
Phelps Library Board of Trustees**

Roll Call:

David Benz, Matthew Brown, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris Lawson,
Director Daniel Bish

Public Participation: Deb Dennis

Adoption of agenda

1. Approval of Minutes, December 11, 2019

Chris motion, Lee second. All in favor.

2. Approve Finances

Chris motion, Leah second. All in favor.

3. Director's Report (see attached)

4. Standing Committee Reports - Building/Technology:

- Electrical work has been completed in Community Room and STEAM Lab; lights have been installed and outlet has been placed for sink pump/water heater
- New shelves have been installed in clean STEAM area; this has allowed us to use old shelving to create the "Library of Things", which allows patrons to check out tools or household objects

Finance/Funding:

- Tax cap override submitted Annual Appeal last month Funding request sent to Village, also requested to give a presentation next meeting

Policy/Personnel:

- Need new trustees, encourage people to consider joining.

Public Relations:

- Invited to Romulus Central School District's Makerspace Night on April 22nd - - - Library Advocacy Day is February 25; will provide more information as it becomes available for anyone interested

5. Unfinished Business:

- NYS minimum standards: Board Training requirements beginning 2020.

6. New Business:
No New Business

Conclude meeting at 7:44pm
Dave motion; Leah second; All in favor.

Next meeting: Monday, February 8, 2020 - 6:30pm

February 10th, 2020 Monthly Meeting
Phelps Library Board of Trustees
Start: 6:35pm

Roll Call: David Benz, Matthew Brown, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris Lawson, Director Daniel Bish

Public Participation: Holly Rich, Nick Rich

Adoption of agenda

1. Approval of Minutes, January 13, 2019

Leah, motion; Matt, second; All in favor.

2. Approve Finances

Ameritrade issues are continuing to be sorted out. Financials have been circulated.

Chris, motion; Dave, second; All in favor.

3. Director's Report (see attached)

- Invited to Geneva School District's Maker Fest Day tomorrow (Feb 11th)
- Hosted Scouts to build Dirty Cars
- Confirmation from Town of Phelps to send funding request, even the small bump.
- Chromebook has been ordered for touch screen.

4. Standing Committee Reports -

Building/Technology:

- Everyone confirmed that Kevin is the Chair of the Building/Technology Committee

Finance/Funding:

- Confirmed town funding, will receive a check this month.
- Minimum salary standards were discussed.

****Board went into Executive Session to discuss a salary increase regarding the Director's position****

- Status of Annual Appeal: Taking money into April.

Policy/Personnel: -

- Leah asked if there are any policies that we need to review. Staff is back to adequate shape.

Public Relations:

- STEM Night at Geneva Maker Fest. May Maker Fest (May 2nd). Dan will start outreach with this by the end of the week.
- Matt intends to set up a meeting with Dan about strategies, public relations, etc.

5. Unfinished Business

No unfinished business

6. New Business

Election of Holly and Nick Rich as of March 9th meeting (filling Leah Hamilton and Mary Ellen vacancies).

Leah, motion; Kevin, second. All in favor.

End: 6:59pm

Next meeting: Monday, March 9, 2020

March 9th, 2020 Monthly Meeting
Phelps Library Board of Trustees
Start: 6:34pm

Roll Call: David Benz, Lee Coryell, Leah Hamilton, Kevin Kelley, Chris Lawson, Holly Rich, Nick Rich, Director Daniel Bish

Public Participation: None

Adoption of agenda - Lee, motion; Nick, second; All in favor.

1. Approval of Minutes, Feb 10, 2020 Chris, motion; Holly, second; All in favor.

2. Approve Finances

Ameritrade issues are continuing to be sorted out. Financials have been circulated. Refund on the credit card for CNC Router (received unassembled) – Daniel is working to have this shifted over into his name and the accounts to be merged from previous director.

Chris, motion; Holly, second; All in favor.

3. Director's Report (see attached)

- 2 new staff offering reading programs
 - Mondays – PM hours: 1000 books before Kindergarten
 - Wednesdays: Directed play hour; aged 3-5; STEM early exposure (Cars, Planes, Dinosaurs screwdriver assembly)
- Launch – Early April 2020
- Maker Fest – list of email – Previous director included previously has been shared. Call to Makers has been sent.
- Midlakes Elementary School Library Collaboration – Story Telling to 4-5th grader & Host Class for English as a second language (Approximately 40 students)
- P Tech (Computer Science, Engineering) – Transportation Issue since moving to Newark
- Census 2020 – Dedicated Laptop received; additional laptops are capable – staff has been trained
- Lobby Day – Albany, NY – Reduced funding for libraries in state building and aid. 200 Million to 70 million.
- Maker's Space – Geneva Central School – on 11Feb2020: Straw Kits; Building Success.

- Newsletter – To be Sent Quarterly
- Tabletop Game Night – Thursdays: Previously Scrabble Night
 - Millennium Games recommendations: Catan, Munchkin, 3 Dragon Annie, DnD Tables
- Oculus Rift – to be built into the Teen Room to avoid conflicting with the meeting room space – Looking into security
- Glass Door Replacement – Approximately \$2600.00 to meet fire code standard per code enforcement. Dan to seek grant funding to cover the replacement to 30 minute rated fire door.

4. Standing Committee Reports -

Building/Technology:

- Water heater in sick in staff office has begun to leak; has been disabled to address the issue as how water is not needed in this sink.
- Scout Troop 315 – Community Service for Library helping clean up. 4 scouts aged 11-19 year old. Thank you to be sent for this service by the Director!

Finance/Funding:

- Confirmed town funding received check for \$32,000
- Village Board presentation was March 2nd; will hear from them soon, appeared receptive to this year's request
- Credits have been removed from Leah's card and moved to mine; however, cannot remove Leah's card from account at this time as she is listed as the personal guarantee for the credit limit was assigned to her personally – move this to my card or to institution? **Lee, motion; Chris, second; All in favor of Board decided to move this to institution (501 Non-Profit).** Dan to work with Dave to ensure this is corrected.
- 990 delivered to Allan Mallette

Policy/Personnel: -

- Considerations for possible public health preparedness; Discussion to follow- State/County Public health Restrictions

Public Relations:

- Held short meeting on March 6th, covered roles and how we would like to move forward with library PR; former board member Mary Ellen Darling provided the contact information for her for the FL Times
- Call to makers for 2020 Makerfest sent
 - Lee indicated Lisk would respond.
- Dan indicated that Library Webpage is getting more traffic than Facebook.

5. Unfinished Business

No unfinished business

6. New Business

- Discussion/Vote: To accept the NYS Annual Report as presented
 - Board was sent the report in advance of the meeting and reviewed through together. No major questions. It was discussed the tally of attendance numbers was done using the traditional approach and getting a count. **Chris, motion; Lee, second; All in favor (5/5 vote)**
- Discussion: Trustee terms (current By-laws (3 3-year terms) do not match charter (2 5-year terms)
 - **Action Item: Daniel to amend by-laws to match charter to 2 five year terms for board member term durations.**

End: 7:48pm

Next meeting: Monday, April 13, 2020

Phelps Library Board of Trustees April 13th, 2020 Monthly Meeting Minutes

Submitted by: Matthew Brown, Secretary

Roll Call (via GotoMeeting):

David Benz, Matthew Brown, Lee Coryell, Kevin Kelley, Chris Lawson, Holly Rich, Nick Rich,
Director Daniel Bish

Public Participation: Sarah Rowe

Meeting began at 6:36pm

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

1. **Approval of Minutes**, March 9th, 2020:
 - a. Chris, motion; Holly, second; All in favor

2. **Approval of Finances:**
 - a. No review due to COVID-19.
 - b. Chris is interested in how the market has affected our finances.
 - c. Table motion for next month's meeting on May 11th, 2020, due to COVID-19.

3. **Director's Report (see attached)**

4. **Standing Committee Reports**
 - a. Building/Tech:
 - i. Moving Oculus Rift (VR) to teen room, installed TV screen on stand with security measures.
 - ii. Project will resume when it is safe to reopen.
 - b. Finance/Funding:
 - i. Personal guarantee is being transferred to the Library account, Leah's card (former Director) will be closed upon completion.
 - ii. Taxes completed and filed.
 - c. Policy/Personnel:
 - i. Library staff continues to be paid. There is strong BOT support for this across the board.
 - ii. Deb Dennis continues to go in every other day to feed the animals and collect mail. Jenny goes in on Thursdays to perform bookkeeping duties.
 - iii. Discussion of Public Health preparedness/Pandemic Response Policy documents.
 - d. Public Relations:
 - i. 2020 Makerfest is delayed to the second weekend of October, this isn't solely due to COVID-19.
 - ii. Restrictions on material limits were lifted so that patrons could check out enough material to last them until we can reopen. This happened before the official closure date.

- iii. The Director anticipates an increase in job seekers because of business closures. We plan to advertise our resources and services to help people search for employment.
- iv. Chris suggests providing instructions on how to use the Overdrive system.

5. Unfinished Business:

- a. **VOTE:** Trustee terms (current By-laws 3 3-year terms) to 2 5-year terms
 - i. Because the Trustee terms of 3 3-year terms do not match the charter, a vote is being proposed to change the Trustee terms to 2 5-year terms (Bylaws, Article IV, pg. 9)
 - 1. Lee, motion; Nick, second: All in favor.

6. New Business:

- a. Discussion / Vote: Approval of NYS Annual Report as presented
 - i. Board was sent report in advance of meeting for review. No major questions. Attendance tally was discussed to explain return to traditional approach to tracking.
 - 1. Chris, motion; Lee, second: All in favor
- b. Small Business Payroll Protection Program:
 - i. Dan wanted to include this as something to think about in the future. We may need to do this in the event our revenue is affected.
 - ii. PLA Trustee Education seminars:
 - 1. Roles & Responsibilities for New Library Trustees, April 23rd, 2020
 - 2. Public Library Financial Oversight, May 19th, 2020

Meeting Adjourned at 7:10pm

May 11, 2020 Monthly Meeting

Phelps Library Board of Trustees

Start: 6:31pm

Roll Call: David Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Director Dan Bish

Public Participation: Deb Dennis, John McCarthy

Adoption of agenda- Nick, motion; Lee second; All in favor.

1. Approval of Minutes, April 13, 2020 Lee, motion; Nick; second: All in favor.

John McCarthy, the Library's Financial Advisor provided the Board with an overview of the current economic conditions as affected by the ongoing COVID-19 Pandemic as well as an update on the Library's current Ameritrade account. As expected, YTD earnings are in the minus territory. However, the overall fund balance is still up by 4% since the account's inception in 2015. Fund allocations consist of 50% stock and 50% bonds and cash. John is cautiously optimistic and expects an upturn in the overall market sometime in 2021. No changes in the Fund's allocations are recommended at this time.

2. Approve Finances

Financial report will be reviewed and voted on for approval at the June 2020 meeting.

3. Director's Report

- **June 15, 2020** is the tentative date for staff to return to clean and prepare for **June 29, 2020** reopening.

Dan shared information on a variety of adaptations and precautions which must be implemented to ensure the safety of all staff and patrons. These will be consistent with the guidelines offered by the Pioneer Library System and based upon the recommendations of the NY State Dept of Health and the CDC. A meeting with Ron Kirsop, of the Pioneer Library System, with Library Directors and Board Presidents will be held on May 14, 2020 to further discuss the plan of action and answer any additional questions.

- A Children's Facebook page is in the process of being launched to provide read alouds, opportunities to incorporate guest storytellers and virtual programming activities.

4. Standing Committee Reports-

Building/Technology:

- Discussion centered on COVID-19 health and safety precautionary measures included in the Director's Report (plexiglass shield at desk, return items to be quarantined 72 hours).

Finance/Funding:

- The Director requested Board approval for the immediate withdrawal of \$10,000 from the Library's Ameritrade account to purchase personal protective equipment and accommodate anticipated reopening expenses associated with the ongoing COVID-19 Pandemic.

Holly, motion; Kevin, second; All in favor.

Policy/Personnel:

- Epidemic/Pandemic Response Policy needs to be reviewed for next month's meeting.

Public Relations:

- Inhouse programming and events to year's end need to be discussed.

5. Unfinished Business

-None to report

6. New Business:

- Chris Lawson has requested a temporary leave of absence from the Library Board through July of 2020.

Nick, motion; Kevin, second; All in favor.

Kevin Kelley will assume his duties as Treasurer until his return.

Adjourned: 7:29pm

Next meeting: June 8, 2020 6:30pm

Phelps Library Board of Trustees June 8th, 2020 Monthly Meeting Minutes

Submitted by: Matthew Brown, Secretary

Roll Call (via GotoMeeting):

David Benz, Matthew Brown, Lee Coryell, Kevin Kelley, Holly Rich, Nick Rich,
Director Daniel Bish

Absent: Chris Lawson (LOA)

Other staff & public

Public Participation: None

Meeting began at 6:31pm

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

1. Approval of Minutes, May 11, 2020:

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

2. Approve Finances:

- a. After the Ameritrade review, \$10,000 has been gained back.
- b. April and May financials are being caught up and need to be reviewed. Dave and Daniel will meet about those months for approval.

3. Director's Report (see attached)

4. Standing Committee Reports:

- a. Building/Technology:
 - i. We were informed through PLS that plexiglass is actually flammable and does not meet fire code. Due to this, we will need to obtain polycarbonate glass in order to build shields at the circulation desk; of course, this material is much more expensive and will limit the amount that we can reasonably obtain.
- b. Finance/Funding:
 - i. Waiting on check for Ameritrade, may come in next week.
- c. Policy/Personnel:
 - i. Dan submitted the COVID-19 reopening plan. It is written in a manner to allow reuse in the future, with changes such as the dates and temporary practice changes being able to be adjusted as needed for the situation. There is an internal and external version of the plan, so that we may inform our patrons of our plans.
 - ii. Chris asked if there is explicit language requiring that we must wear masks if we maintain social distancing (six feet)? Dan will make sure of the language, but is quite sure masks are mandatory. Dan will also double check the language of the NYS Governor.
 - iii. **Discussion/Vote:** Pandemic Response Policy (see attached)

1. Motion to approve Pandemic Response Policy.
 - a. Nick, motion; Lee, second; All in favor.

d. Public Relations:

- i. Despite everything going on, there was still a recipient for the Phelps Library STEAM Scholarship. Lydia Day plans to attend Clarkson University, as she studies Civil Engineering. While we will be unable to present the scholarship at her graduation due to the circumstances, Dan wrote her a letter congratulating her and encouraging her pursuits. If permitted, we may be able to do something in house to celebrate her accomplishments.

5. Unfinished Business: None

6. New Business: None

Meeting Adjourned at 7:05pm

Phelps Library Board of Trustees July 13, 2020 Monthly Meeting Minutes

Submitted by: Matthew Brown, Secretary

Roll Call (via GotoMeeting):

David Benz, Matthew Brown, Lee Coryell, Kevin Kelley, Holly Rich, Nick Rich, Director Daniel Bish

Other staff & public

Public Participation: None

Meeting began at 6:29pm

Adoption of Agenda: Approved. Lee, motion, Holly, second; All in favor (also adding the addition to the agenda of Chris' departure)

1. Approval of Minutes, June 8, 2020

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

2. Approve Finances:

- a. Dave asked if Matt or Kevin had any issues regarding finances for June and July. All good on both ends.
Holly, motion; Kevin, second; All in favor

3. Director's Report (see attached)

4. Standing Committee Reports

- a. Building/Technology:
 - i. Polycarbonate glass has been procured and built into frames for the circulation desk, providing protection for staff while fulfilling fire code requirements. Seating and open table space has been reduced in order to limit time that patrons will spend when coming into the library.
 - ii. Matt Kominiarek from PLS will be in Thursday the 16th to install new network equipment; he anticipates that the work should only take one to two hours, but it will
- b. Finance/Funding:
 - i. Received the funding check from the Village; still no sign of the Ameritrade check, however.
 - ii. School levy vote passed.
- c. Policy/Personnel:
 - i. Jenny Abbott will be leaving her position as the Children's Specialist due to her growing role at the Victor-Farmington Library; she will continue on as Bookkeeper and has offered to assist in the transition. This will be a tricky transition as we begin recording footage for summer reading. Vicki Emerson has

offered to step in and help with this, as it is unlikely that we would be able to hire a new Children's Specialist in time to prepare for this program.

ii. Our safety measures for staff and patrons have been implemented.

d. Public Relations:

i. We opened for curbside service on June 29th and have seen a steady stream of patrons checking out material and we opened today for patrons with limited services.

ii. July 13th, Phelps Library officially opened back up to the public.

5. Unfinished Business: None.

6. New Business:

a. Chris Lawson has tendered his resignation from the board and we will need to fill his seat, along with a new treasurer.

Meeting Adjourned at 6:52pm

Phelps Library Board of Trustees August 10, 2020 Monthly Meeting Minutes

Submitted by: Matthew Brown, Secretary

Roll Call (via GotoMeeting):

David Benz, Matthew Brown, Lee Coryell, Kevin Kelley, Holly Rich, Nick Rich, Director Daniel Bish

Other staff & public

Public Participation: None

Meeting began at 6:29PM

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

1. Approval of Minutes, June 8, 2020

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

2. Approval of Finances:

- a. Daniel Bish says we have recouped all losses from stock market issues from COVID-19.
- b. Kevin, motion; Dave, second; All in favor.

3. Director's Report (see attached)

4. Standing Committee Reports

- a. Building/Technology:
 - i. Over the last few weeks, we've taken the opportunity to finish minor improvements across the building, cleaning work spaces, and making plans for larger projects.
- b. Finance/Funding:
 - i. We have received the Ameritrade check.
- c. Policy/Personnel:
 - i. After review, our Children's Specialist position may require changes to its scope and responsibilities; a new potential job description has been included to provide an accurate portrayal of expectations, duties, and possible room for growth. Should the new description prove adequate, we will move forward with the job search
 - ii. Last week, another library in the system let us know that their insurance company was performing a direct audit of their policies, specifically related to Covid-19. The company in question, Utica Insurance, is our provider as well and we are up for renewal beginning next month. We have taken the appropriate steps and established policies, so this will not be an issue, but wanted to inform every one of the situation.
 - iii. Daniel Bish's contract is up for renewal. Dan's contract is up today (8/10/20). Lee will be communicating to the board about an agreeable time and day to

discuss Dan's contract. Also, Daniel is sending out the Children's specialist job description to the Policy/Personnel committee.

d. Public Relations:

- i. Since reopening, we've had the opportunity to speak with patrons and community members to discuss concerns and hopes that we are able to remain open. This has ranged from conversations to written letters emphasizing our importance to the community.

5. Unfinished Business: None.

6. New Business:

- a. Alternative CNC router possibility. Daniel is looking at snap maker 2.0, which is \$400.00 off right now. Daniel says it is usually \$1800.00.

Meeting Adjourned: 6:59PM

Phelps Library Board Meeting of [October 12](#) 2020

Monthly meeting via Go To Meeting began at 6:40 PM

Attendance: David Benz, Lee Coryell, Kevin Kelley, Holly Rich. Nick Rich, Breeyn Bengston with no public participation

Approval of Agenda - all in favor

Approval of September meeting minutes - written minutes were not taken, will be transcribed from Go To Meeting recording to be approved at the November meeting.

Approval of Finances - Report by Acting Treasurer Kevin Kelley that monthly finances appear to be in order; noting that former President, Briana Graham is still listed as the contact with the investment firm. President Benz will remind them to make appropriate changes. Motion to approve the monthly financial report made by Kevin Kelley and seconded by Nick Rich. All in favor.

Director's Report - There is an increase in CoVid 19 cases in the greater PLS community. There is no local increase but the general problem may have an impact on PLS services within the district.

Director Bish is working on the budget for 2021 and the Annual Appeal. He will send recommendations for the budget to the board.

The funds from Ameritrade and annual levy by the school district are in.

Our library is working well at this point in time.

Dan is developing ideas on use of the Steam Lab.

Building Committee - nothing to report

Finance & Funding - Meeting called for [October 28](#) at 5:00 PM

Discuss the Tax Cap Override as it pertains to the school district tax levy and why we override. The override vote will be held during the November meeting.

Policy and Personnel - new posting for Childrens' Program Specialist.

We need a new programming policy; Dan will investigate and recommend.

Public Relations - The Great Give-back has been cancelled for this year but replaced with a smaller scale collection of non-perishable food items for local food cupboards. This is currently running and will end on Oct. 17.

Oct 12 Board meeting continued

PR cont.- PLS annual meeting scheduled for [October 14](#); link to the Go To Meeting will be provided by Director Bish.

Old Business- Long Range Plan is needed by years' end. We agree to "tweek" our existing plan for two years and evaluate it during the time to create a new one for more stable times.

Old Business- Dave discusses a possible fund raiser ...an Escape Room event in the library. He mentions that all the library board and/ or staff will be responsible for would be logistics and cleaning per CoVid restrictions. More details will be forth coming.

Submitted by Kevin Kelley

Phelps Library Board Meeting of [November 9](#), 2020

Monthly meeting via Go To Meeting began at 6:30 PM

Attendance: David Benz, Lee Coryell, Kevin Kelley, Holly Rich. Nick Rich, Breeyn Bengston with no public participation

Approval of Agenda -Motion to accept made by Lee and seconded by Holly. All in favor

Approval of October minutes- Motion to accept made by Nick and seconded by Breeyn. All in favor

Financial Report-Upon monthly inspection were judged to be acceptable with no problems found.

Director's Report-Preparation for meeting with Finance Committee with three well thought out proposals, all with consideration for impact of Corona 19 . The committee decides to use the WCS budget (Worst Case Scenario) and modify from the two other less severe budgets to serve the best purposes of library operation.

Considerations for choosing a candidate for Childrens' Program Specialist.

Preparations for the Escape Room have been done with a trial run. Director Dan Bish and Rayne Benz have considered operation, safety and other alternative details. Bookings the next weekend are in place. Dan and Rayne will monitor the Covid situation in relation to ongoing bookings.

Annual Appeal is using a different approach and is almost ready. It will be sent to board members before mailing.

Steam Lab- Dan has been considering potential programs for the lab but it is mostly reliant on the local impact of the Covid restrictions.

Building and Tech- Kevin and Dan discuss information regarding sanitizing the library after use by the public. Mention was made about the time involved in sanitizing and more time efficient methods were discussed along with a possibility of air filters with ozone generators to sanitize the library's air during and after to Covid crisis.

Finance and Funding- Dave and Dan discuss the new years' budget which is about two thousand dollars above this year's budget due to minimum salary levels, predict that by moving unspent program and supply money the shortfall should be easily covered. Dan mentions that the Clifton Springs Library, who shares the 456 tax levy through the school district, is declining to increase their request due to negative

impressions about their funding from members of their constituents.
Tax Override- Discussion on the heels of the discussion above, Dan suggests that we don't have a need to override the tax cap as we are limited by our partner library. Kevin suggests to override anyhow as situations may change between now and spring. It's better to have the override and not need it than need it and not have it!
A motion to override was made by Lee and Holly seconded. All in favor.

Policy and Personnel -Children's Program Specialist - Dan's choice for the position is Stephanie Cheney. Dan would like her to begin in December to begin "A thousand book" program in January.

A motion to approve Stephanie Cheney as the Childrens' Program Specialist was made by Dave and seconded by Holly. All in favor.
Programming Policy- Dan informs the board that we need to develop a policy for the public concerning our policies. He describes it as a Vision statement

Public Relations-The Escape Room event will be two per day between 10 AM and 5PM. The program will last one hour with time to sanitize in-between. Bookings will run from [November 9](#) to 29 at \$12 per adult, young children are free.

Unfinished Business- Dave will call a meeting to revamp the Long Range Plan soon.

There was no new business.

The meeting ended at 7:11 PM Submitted by Acting Secretary Kevin Kelley

Minutes of the Phelps Library Board of Trustees of December 14, 2020

Roll Call at meeting via GoToMeeting

David Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Breeyn Bengston-Schoonerman

Director Daniel Bish

Meeting began 6:31 No public participation

Approval of Agenda: Motion to approve by Nick; Second by Lee, passed unanimously

Approval of Minutes of November 9, 2020: Motion by Breeyn, Second by Lee

Approval of Monthly Financials: Monthly finances appear acceptable upon inspection. Report by Kevin Kelley Acting Treasurer.

Director's Report: Dan was quarantined for two weeks due to an exposure to a person suspected of having the Co-Vid virus. Dan praises the library staff for doing an excellent job of delivering the same high level of service during his absence.

Dan congratulates Rayne Benz for the production of the Escape Room fund raiser. The events brought in a total of 634.44 and Dan would encourage Rayne to do more when conditions allow more people to partake and we can use more of our space.

Dan reports that Stephanie Cheney began working on Dec. 4 and is enthused with her level of energy and her ideas. Dan will introduce Stephanie to the board when conditions permit.

Our back door stairway has been repaired but need more work. Dan will investigate appropriate grant availability. To do a more entailed repair.

Dan mentions that “end-of-year reports have begun.

Dan also mentions that the State has changed the Co-Vid 19 rating method ties Ontario County to Monroe County due to Ontario being so closely connected to Monroe hospitals and health systems. This means a spike in infections in Monroe could impact Ontario.

Building/Technology: Dan informs the board that the grant money to repair the back door stairway to replace the library main door. The back door is necessary as a second exit.

Finance/Funding: Dan introduces the need to vote on the 2021 Budget proposal discussed at the November meeting. A motion to approve made by Nick; the motion was seconded by Holly. The motion passed unanimously.

Policy/Personnel: Dave is working on the new policy for programming and asked Dan for a list of committee chairs.

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PR: Dan works up the total profit from the Escape Room fund raiser; the totals are 15 sessions booked and a total of \$634.44.

Unfinished Business: A committee consisting of President Dave Benz, Policy/Personnel chair Lee Coryell and Kevin Kelley worked with Director Dan Bish to write a Strategic Plan that addresses the current restricted condition of our society intending to last no longer than two years. The plan addresses what we can do during the Co-Vid restrictions and some innovation in delivering some of our basic services.

Dan informs the board of important statements that must be included :

1. Information is from focus groups of the last Plan due to the inability to currently meet effectively.
2. Stated ideas and goals on use of the library spaces with evaluation metrics to be used for Plan 2022.
3. An explanation of the short plan.

At this point Dan reminds the board that the Strategic Plan has to be brought to a vote. A motion was made by Dave and seconded by Lee, the motion was approved unanimously.

The next meeting is on January 11, 2021 and will be the Annual Meeting and the first Regular meeting of 2021.

Minutes submitted by Kevin Kelley