

# **Fred & Harriett Taylor Memorial Library Board of Trustees Meeting**

**Tuesday, February 9, 2021**

**Present:** President Roger Tompkins, Director Sally Murphy, Ruth Barry, Sam Pennise, Mike Page, Carrie Crane, Erin Kellogg, Linda Carl, Nancy Wightman

**Absent:** Marsha Watson, Mary Jo Hanna

**Meeting Called to Order:** President Tompkins opened the meeting at 6:05 P.M via Zoom.

**Minutes Approval:** Trustee Carl made, and Trustee Barry seconded, a motion to accept the January minutes with the following amendments; spelling error corrected; “memials” to “memorials” and the next meeting date changed from February 19th to February 9th. All in favor.

## **Director Murphy’s Report:**

Director Murphy informed the board that the Locksmith will be coming on February 10th to rekey the locks. Moving forward, the keys will be numbered and signed out so that we can track who has building keys.

Director Murphy has been working on the annual report which is due at the end of the month.

Director Murphy shared information that she gathered concerning the new NYS sick leave policy. We are required to offer 1 hour for every 30 hours worked as paid sick leave and to allow carry over up to 40 hours a year. Director Murphy shared three options for the board to consider. The board was in favor of changing our sick, personal, and vacation time to PTO (personal time off).

**Trustee Pennise motions to change our sick, personal, and vacation time to PTO, Trustee Wightman seconded, all approved.**

## **Treasurer Report:**

Trustee Page shared that he is working closely with Mr. Malone. He updated the board that the paperwork for tax related documents has been completed and that financially we are still in good standing with no new updates.

## **Technology Report:**

Trustee Pennise reported that everything is running as it should with no new developments.

## **Fundraising Report:**

Trustee Crane reported that to date the Funding Appeal Letter has yielded \$10,460 from 108 donors. At this point, there should be no more donations for 2020.

### **Used Book Room Report:**

President Tompkins spoke in Trustee Watson's absence. The Ebay sales for January were \$324.24 and the book sales were \$273.55, totaling \$597.79. Compared to last year we are a little ahead. It was suggested to reach out to the school and notify teachers of the current book sale.

### **Buildings & Grounds Report:**

Trustee Pennise recommended that we should check and make sure that the building boiler is functioning as it should. Trustee Pennise will contact the service, the same one that installed it, and let them know to reach out to Directory Murphy.

### **Memorials Report:**

Trustee Carl reported that two memorials came in for January totalling \$3,050 and YTD is \$3,050.

### **Old Business:**

- *Long Range Plan*- President Tompkins will review this and discuss at a future date.
- *NYLA Report*- Director Murphy will reach out to Trustee Watson and find out what needs to be done with this report.

### **New Business:**

- *Fundraising request to the Town of Urbana*: Trustee Pennise recommended that we do not increase our funding request to the Town of Urbana given the current climate with COVID. It was agreed that we will request the same amount as last year, \$73,500.
- *Resumption of discussions with Pulteney Library*: The board agreed to not move forward with pursuing the school ballot funding alternative at this time. The consensus is that the timing is not right to be received positively by the community. The board is open to future discussions and mentioned creating a contingency plan in the event we need to reconsider this option.

**Next Meeting Date:** March 9, at 6 PM.

**Adjournment:** Trustee Carl moved to adjourn, seconded by Trustee Pennise. All approved and the Chairman adjourned the meeting at 6:45 PM.

*Respectfully Submitted,*  
*Carrie Crane*