

**Portville Free Library**  
**Monthly Trustee Business Meeting November 8, 2021**

**Roll Call and Call to Order:**

Present - VP Terri Batt, Manager Beth Marvin, Treasurer Heather Wray, Barb Fairbanks, Jean Smith, Secretary Bill Sponsler. Absent - Pres. Ronda Pollock, Anne Sutter

Meeting was called to order by VP Terri Batt.

**Secretary's Report:**

- October 18, 2021 minutes – Motion by Barb to accept, second by Heather. MSC

**Treasurer's Report:**

- CRCF October ending balance: \$38,219.17
- Trusts – 3<sup>rd</sup> quarter ending balances
  - William Dusenbury (Joint with Village, income distribution only) - \$972,666.55
  - Duncan Dusenbury (income only) - \$261,699.50
- No CBNA report because CBNA online would not work. Apparently CBNA has not set up online access for Heather yet.
- Motion by Terri to accept, second by Jean. Carried.

**Director's Report:**

- Sexual Harassment training – Employee training will occur inhouse. Trustees can use the NYS sexual harassment training page, or the NYC site. Beth will email a link to the NYC site. Trustees will let Beth know when they have completed the training.
- Cattaraugus Gives November 30 – The Library is on the list of eligible organizations.
- Trustee Training Webinar – Beth will send a link. There are three sessions. Each session requires that trustees read a chapter in the trustee handbook beforehand, then they discuss additional topics during the webinar.
- Three computers have been replaced/updated by CCLS with refurbished ones – 2 patron and one staff. In addition, two other patron computers were upgraded with parts from the ones that had been replaced.
- No more communication from ComDoc, Xerox, or Colin regarding per page copying charges on our machine.
- Circulation update - Adult down about 100, children up 200. DVDs down 50%. October 2020 attendance was 308, and 456 this year.

**Committee Reports:**

- Project planning –( Prior to the meeting, several trustees checked out some of the areas included in the project list). We discussed the updated project development list, with the following results:
  - PID 5 Security system
    - Pros and cons of video cameras, and how serious is the need to protect employees with them.
    - Emergency lights – Current units are old, and should probably be replaced with something. Perhaps plug in rechargeable flashlights, or LED units similar to the existing units that are plugged into various outlets.
    - EXIT signs – Must they be lighted at all times?
  - PID 8 Carpet replacement
    - Pros and cons of using carpet.
    - Question of what is the condition of the flooring underneath the carpet.

- What would be a more desirable replacement flooring?
- PID 9 Pest proofing - this needs to be addressed now as this is the time when the pests want to come inside.
- PID 17 Bicycle rack area – do we dispense with the bike rack, or place it at the back end of the patio?
- PID 21 Outside paint touchup – we need to have someone examine the areas of concern, including the balustrade (PID 20) to determine what needs to be done to insure the integrity of the building, and what it will cost.
- PID 24 Back porch – It’s in good shape, so just install black aluminum railings and non-slip treads in Spring 2022.
- Small Project List – We compiled a list of nine of the small to medium projects to offer to one or more “handyman” contractors. (PIDs 3, 4, 6, 9, 10, 13, 24, 28, 29)
- We also decided to find contractors interested in working on flooring projects.
- Bylaws – We discussed and agreed to some minor clarifications to areas of the Bylaws adopted April 4, 2016. Barb will update, revise and reformat them. They will be version November 8, 2021.

**Old Business:**

- No old business.

**New business:**

- More policies to read and revise
  - Building use policy and agreement form.
  - Computer usage
  - Conflict of interest policy, guidelines, and annual disclosure form.
  - Materials selection, circulation and fines policy.
- Memorials – We will respond to memorial contributions with a notification to the recipient, and note of thanks to the donor with the amount of the donation. Barb suggested that the Memorial form be updated with a more current design. Everyone agreed.

**Executive session:** At the finish of normal business, Jean moved we adjourn into Executive Session to discuss personnel business. Seconded by Heather. Carried 5 – YES 0 – NO.

**Adjournment:** Barb moved to adjourn, second by Terri. Carried.

**Homework:** Review the building use, selection, computer usage and conflict of interest policies. SIGN AND RETURN THE DISCLOSURE OF INTEREST FORM.

**Next meeting:** January 10, 2022

Respectfully submitted,

Bill Sponsler, Secretary