

Meeting Minutes of the Peru Free Library Board of Trustees  
March 17, 2021  
Videoconference Meeting

Attendees: Patrick Andrews, Terri Cioppa, Rocky Divoll, Sandy Divoll, Diane Haight, Marque Moffett, Parker O'Mara, Tracy Orkin, Becky Pace, Sara Richman.

The meeting was called to order at 7:04 pm by President Marque. The agenda was approved with a motion by Rocky and seconded by Pat. The minutes of the February meeting were amended to read:

“Becky has contacted three contractors for bids on repairing the side Library entryway. These bids need to be submitted in June to the CEFLS Board for approval. If approved, application for the NY State Library Construction Grant will be due to the State in October.”

The minutes were approved as amended with a motion by Pat and seconded by Sara.

Director's Report—The Peru Free Library Annual Report for 2020 has been completed and filed with CEFLS. If it is approved, the report will then be filed with the state office for their approval. With the COVID pandemic restrictions that required closure of the Library, the report has actually two sets of questions to reflect the pre-pandemic and pandemic situations.

Sandy had questions about the report some of which reflected the different times during the year that the Library conducted their services as normal and then with the pandemic restrictions.

Sandy did note that her zip code was incorrect where the information about herself was listed.

Also Terri was listed as a new Trustee in 2020 when she actually was new in 2019. The state office only considers the dates the Library was fully open, not just for book pickup, to be used for “Minimum Weekly Total Hours” which indicates 9 hours. This number includes January to March at the time the Library was then closed and the days in November and December when patrons could physically enter the building. A motion to approve the State Report for the Library as corrected was made by Rocky and seconded by Terri. The motion was approved.

Becky expects the contractors to be coming to the Library in the next few weeks to give estimates for the repair of the side door entrance. In addition, the brick steps in front of the building are in need of repair and a stone mason has been contacted for an estimate.

The cost of the Workers' Compensation Insurance has been decreased as our insurance agent has suggested a different insurance policy with a lower cost.

When the librarians have both been vaccinated and the number of COVID cases continue to decrease in our area, Becky suggested that the Library could open in early June for one to two days each week. At this time Becky is working 4 days each week and Stacey is working 3 days each week. Besides preparing many books for patron pickup, they are working on multiple projects especially integrating our Library information into the Symphony software program that will be utilized by all libraries in the CEFLS. Currently the Library does not have open hours on Saturday but that would be possible after June 1<sup>st</sup>. The requirement for hours the Library has to be open as set by the state is 35 each week, but our Library is scheduled to be open 38 hours each week. Becky is suggesting when the reopening occurs, the hours to be open could be Tuesday through Friday 10:00 am to 6:00 pm and Saturday 10:00 am to 1:00 pm. The Board will consider this suggestion prior to the reopening.

President's Report—The timeline for the Annual Evaluation of the Director has been significantly changed by the COVID restrictions this past year. The actual evaluation for 2019 was presented to Becky in late summer rather than earlier in the year. It was decided that a brief form for evaluation would be prepared by Marque and sent to Board members to be utilized for their individual evaluations. Then the compilation of these results will be presented to Becky. The Annual Team Goals were discussed as some are in the process of being met and others will continue to be objectives to be met in the future. A review of the team goals will continue during the year. Marque suggests that annual goals be set with input from the Director in January each year.

Treasurer's Report—The balances in the accounts are checking--\$6,487.73, money market--\$92,034.47 and savings--\$1001.26. The reports sent by Shelley were reviewed with the Budget vs. Actual providing the information most needed by Board members.

Building/ Maintenance Report—No report.

Subcommittee Reports—No report.

Old Business—No report.

New Business—The Board reviewed Article I and Article II of the Bylaws of the Peru Free Library. In Section 2.02.1 the term “super majority” was changed to “simple majority”. Other grammatical and capitalization changes were also made that will be recorded directly into the Bylaws. For the April meeting Marque asks Board members review Article III.

Library Moment—Becky reports that there are many new borrowers, mostly mothers with young children, who are accessing the Library materials through the CEFLS website. These are people that she has not met since they are only using the book pickup and are not able to come into the Library itself. Becky reports this as a COVID phenomena since these are patrons “she doesn't know yet”.

The meeting dates for the next two meetings are April 21<sup>st</sup> and May 19<sup>th</sup>.

The meeting was adjourned at 8:38 pm with a motion by Sandy and seconded by Tracy.