***Board of Trustees Meeting. September 25, 2018***

\*Called to order at 6:35

\*Welcome Margo Gustina, Deputy Director STLS

\*Trustee Handbook: we are the Stewards of public funds so the handbook and packet are important.

1. Volunteer trustees should do professional development..STLS can provide it
	1. Each year STLS has summer retreat for Trustees
	2. Disaster preparedness is topic for discussion—Preparing Resilient Libraries
2. Library Bill of Rights…based through the law
	1. We must have our own Bill of Rights for the 20th Century Club Library
		1. Decide what we do not want patrons to be able to do so our policy must delineate this with clear, objective language.
		2. Patron behavior policies with objective criteria.
		3. Use of facilities…clear, objective reasons.
		4. Internet use policies challenging.
		5. Monroe County has a filtering policy..Susan asked for samples of policies
		6. One who has been disallowed entry to the library must have some way to appeal judgment –the form should be on hand
	2. Challenge to materials in the library—we do have a Collection\_\_\_\_Policy
3. Confidentiality of patrons’ ‘records’
	1. What to do when police make a request
	2. Cannot tell anyone someone’s address or what he has been reading.
		1. Ie: looking up how to make meth—can tell that because making meth is illegal.
		2. As a reasonable citizen , but not mandatory reporter
		3. Legally bound to check out items to any cardholder…
4. We need to pay attention to the public use of library as a center for accessing information-and the use of it for an illegal act.
5. Library Trustee Job Description
	1. Act in good faith, allegiance to institution, fulfill the mission.
	2. Made up of citizens with diverse experiences, skills—decisions made with the good of the library foremost in mind.
	3. Review the Rules and Responsibilities of Trustees
	4. Informed, robust, legal policies are to be part of Trustees
	5. Long-range planning facilities Plan. Advocating for library in public.
		1. Goals for library performance each year.
		2. Evaluation of Director should include how Director evaluates staff.
	6. Recommended policies checklist---use it as our checklist reminders.
6. Library in NYS must meet the standards or we lose our registration which allows us to receive tax money.
7. New Law: October 1-Jan. 1….employers must provide training on how to combat sexual harassment in workplace.
8. What is our Whistleblower Policy?
	1. We need to look at what our policy might be, our local procedure. What happens if a patron feels harassed by employee, etc.
	2. Check the NYS template
9. In all things governing, ***identify the Intention or the Spirit of the rule*** in order to write a rational policy.

**REGULAR Meeting:**

1. Minutes of last meeting: make corrections on computer
	1. Eric moved to accept minutes with corrections, seconded by Julie
2. Director’s Report:
	1. One computer died. Donated Mac does not recognize the wifi network so cannot be used yet. Board needs to move on getting new computer
	2. Security camera works well…kids using the downstairs regularly
	3. Corey is not cleaning well..bathrooms, rooms are shabby
		1. Meet with him…he needs to commit or drop.
	4. New email from STLS re: commercial insurance policy for board members as well.
	5. Question: Richardson & Stout Insurance..have they come to do an audit?
	6. Alfred job is going well..but Gina is willing to come in Tuesdays, Wednesdays to help train in the next few weeks.
	7. Discussion of Teen use of downstairs..camera is effective.
		1. Cannot be seen in some rooms so we should look at locks for Blue room door
		2. Camera in the hallway will be helpful
	8. Motion to accept Director’s Report by Eric, seconded, Julie. Passed
3. Bookkeeper’s Report
	1. Amazon Smile--$15.65
	2. The check in question last meeting is for the construction ramp grant.
		1. Photos of final project need to be sent in.
		2. Are we allowed to put up a metal roof over the ramp in back.
		3. Val will review more of the grant and share at the next meeting.
	3. ALA membership: would allow us access to more grants. We will remain.
	4. Shed is completed: shelves will be added. The ramp will be refitted. All under budget.
	5. Income is slow, but tax money will come next month.
	6. Arrange a separate Budget Planning Meeting on Monday, October 22 at 6:30.
	7. Paychex fees increase to $70…Wage Theft Protection Act NYS????
		1. Julie will get information re: payroll rules for the Board.
	8. Reimburse Susan for expenses for Community Day. Motion approve, Eric. Second, Julie Passed.
	9. Motion to pay bills by Eric, Seconded, Linda. Passed
	10. Susan suggested looking into a different payroll company for information/comparison.
4. Club Report—Susan
	1. Community Day--$195 received quilt raffle. Sausage sale..a lot left. Perhaps lower price to $4. Helen McKnight made all the phone calls..will not do it next year.
		1. Look for tent for next year.
	2. Look at ways to show where tax dollars go for the library.
		1. The Director, Club, Board need to work together to develop a newsletter about what is happening, what we offer, etc. Twice a year: 1. This is what we are doing. 2. This is what we did

 c. May 13, Dinner, JC’s Café…Club should pay for Director, aids dinners

 d. Election Day: soup, sandwiches in library. Some for Take out. Delivery if driver available

 e. Motion to accept Eric, Julie seconded. Passed.

 5. OLD BUSINESS

a. Structural Engineer update: done. Check in the mail. We will get a report.

b. Entry to attic located in ceiling above the steps going down to lower level. Blueprints, etc. could be there.

c. Eric’s layout for new placement of shelves, etc. in main floor. Will nearly double shelf space.

 1. Eric will get materials to build shelves. Also have keys made.

 2. The office will now house locking files for confidential files. Plus the safe.

d. Kindle Update: give away. Prizes for reading program. Motion to give as prizes—Eric, Second—Julie. Passed.

e. Search for new Assistant and an Aide Update: interviews Thursday, 2 pm. Wednesday, 1 pm

 1. what are we offering for benefits, pay, some paid holiday

6. NEW BUSINESS

 a. Elva has not had time to write out the new policy for paid time off—will be done by 9/29

b. Motion made by Julie, seconded by Eric to change the meeting to last Thursday of month.Passed

 c. discussion re: locks on doors in lower level…Eric will look into this.

 d. Must have separate meeting to build a 5 year plan.

 e. Computers:

 1. Director, Assistant each get a new one. Eliminate touch screen..go to keyboards,mice

 2. 4 year service, warranty: DELL platinum service

 3. Motion to approve Eric’s purchase of 4 computers when he finds a good deal.

a. move $5500 from payroll to technology to replace Director, Assistant computers, and two of the remaining six.

b. Motion to allow Eric to purchase 4 computers with 4 year tech support, not to exceed $7500. Motion made by Julie, seconded by Linda. Passed.

 4. Also, set a policy to replace two computers each year.

Next meeting October 25 at 6:30.

Motion to adjourn, Eric. Second, Linda. Passed.