

Patterson Library Board of Trustees

Minutes for November 12, 2020

Present: S. Scriven (secretary), J. Caruso (president), B. Kittle (vice-president), T. Bennett (treasurer), T. Vitale (director), J. Hogenboom (interim director), P. Holt, D. Eno, C. VandeVelde, D. Hamann, K. Richmond, J. Johnson, L. Dunn, M. Rubin, S. Brown, S. Rudnicki

Absent: Patterson Society representative

Note: Due to the COVID-19 PANDEMIC, this meeting was held via Zoom videoconferencing software. Public information about joining the meeting was shared on the library's Facebook page.

Call to order: 7:07 by President J. Caruso. President Caruso acknowledged that this is Tom Vitale's last meeting with us and welcomed Janice Hogenboom as our interim director, noting her knowledge, expertise and sense of humor.

Minutes for September 10, 2020 Meeting: There were no additions or corrections. The minutes were accepted as emailed for filing.

Treasurer's report: T. Bennett reviewed the current financial report and pointed out that we are operating at about the same as last year. We have not yet received the state money for our capital project of about \$293,000, but we expect to. The funds will automatically go into the capital account. Our endowment is ahead of where we were two years ago. We have received \$21,000 from the town and village. We will receive our endowment disbursement in December of \$60,000 for our operating account and \$7,000 for our capital account and will be able to pay for the boiler replacement, which is working well. The treasurer's report was accepted for audit.

Committee Reports:

Finance Committee: See Corporate Finance Policy under **New Business**.

Personnel Committee: M. Bivens reported that she and S. Scriven are co-chairs of the search committee. The search committee includes the personnel committee and C. VandeVelde and J. Caruso (as president). J. Hogenboom accepted the position of interim director. A job description for director was approved and posted the week of October 23 on various websites by Megan Disbro from the CCLS. We have received nine applications, eight who have MLS degrees. These applications will be reviewed by the committee next week. An exit interview with Tom was held by the personnel committee which will be helpful as we proceed with the search process. Zoom interviews will be held and we anticipate that by the first of the year, on-site interviews will be scheduled. It was emphasized that if we do not find qualified applicants by that time, the search will be expanded.

Building and Grounds Committee: S. Rudnicki advised that Richard Bivens has asked that he no longer be in charge of the grounds maintenance and is asking for volunteers. He contacted the architects for the portico and that process is difficult right now. D. Eno stated that the coffee table that Tom Berkhouse spent a lot of time on is working our very well.

Corporator Ad Hoc Committee: On September 10, the executive committee met (socially distanced outside) with trustees who were previous corporators at the home of M. Bivens. After a lengthy discussion, a number of questions were proposed to ask Bob Schofield from Osterman, Hana and White. On October 7, this group and Janice Dekoff from CCLS met

with Bob Schofield via Zoom. There were no definitive answers, although it was agreed that we might reach out to former corporators with a letter to help with closure. A letter was crafted by J. Caruso and sent on October 20, 2020. On October 23, Lauren Moore from the State Education Department sent us a letter stating "The Library Board of Trustees is the sole governing board of the Patterson Library. No other organization or entity, including the Board of Corporators, has authority or decision making power for the Patterson Library." A letter of engagement with Bob Schofield has been drafted in case we need him in the future. J. Johnson emphasized that we should make a "win/win" goal as we seek resolution to this issue. A Christmas greeting to previous corporators which also encourages their continued involvement in the Patterson was suggested.

Library Director's Report: T. Vitale reviewed highlights from his report including:

We have received \$11,000 from the school for this year's budget.

We will receive the 1st 90% monies (\$290,000) from the state for facilities update and receive the last 10% (32,000) in 2021.

He was able to decrease the lease for the wheelchair lift from an increase of 8% to 4%.

He has negotiated a new plan with Eagle Systems for a new Toshiba copier/printer/fax with warranty for \$122/month.

No new grants.

He is still waiting for information from the postmistress in Mayville to send out Patterson Society fundraising letters.

As far as programming goes, the virtual gallery, book clubs and other groups are holding steady.

He held two rounds of "Essentials for Trustees".

He reviewed the circulation stats and reports that quarantine times have been reduced to three days.

There was a discussion initiated by S. Rudnicki concerning the Schlinder contract. The warranty includes preventive maintenance. The elevator inspector will visit the library on Nov 13, 2020 and any potential problems will be pointed out. Also, the urinal in the men's room has been replaced, although we will continue to use only one restroom for now due to Covid-19 cleaning needs.

Tom will be leaving on November 13 when Janice Hogenboom takes over as interim director. He emphasized that it has been an honor and pleasure working with all of us.

Unfinished Business:

Library Logo: There soon will be a CCLC marketing grant available that we could use for this matter. For now the issue continues to be tabled.

Corporator Issue (Ongoing): See previous Corporator Ad Hoc Committee report.

New Business:

2021 Budget Adoption: A lengthy discussion regarding the upcoming budget during the pandemic and resulting uncertainties was held. Fundraising will be a challenge and there is opportunity for creative virtual fundraisers. Aid from the village and town is expected to be stable unless revenues from sales taxes drop below the 10-15% level. The school wants to negotiate with us concerning their share of support. There will be a carryover of monies from the 2020 budget that may offer flexibility. A motion was made by D. Eno to accept the 2021 budget and was seconded by K. Richmond. The motion passed unanimously.

Collection Development Policy: Per T. Vitale we have never had a policy for collection development and this will help protect the staff. A motion to accept the collection develop-

ment policy was made by J. Johnson and seconded by K. Richmond. The motion passed unanimously.

Patron Code of Conduct Policy: A motion to accept the patron code of conduct policy was made by K. Richmond and seconded by D. Hamann. The motion passed unanimously.

Corporate Finance Policy: A Corporate Finance Policy for the Endowment was reviewed and discussed. It was suggested that this policy be tabled for further investigation by the committee regarding Articles 3 and 5. The finance committee will meet with Laura Dealy of Manning and Napier Advisors after the first of the year regarding specific investments. The revised policy, if needed, will be presented at our next scheduled trustee meeting. It was noted that whatever policy is accepted, that there should be a “historical note” regarding previous Corporator policies. There was a motion to table the policy for a corporate finance policy by K. Richmond and seconded by S. Rudnicki. The motion passed unanimously.

Other Business: D. Hamann has a suggestion of someone to replace D. Eno as a trustee and asks that if there are other suggestions to let her know.

J. Caruso previously presented Tom Vitale with a monetary gift and coffee mug and read to the group a note of thanks and appreciation that she so eloquently composed.

Adjournment: The meeting was adjourned at 8:43 PM by J. Caruso.

Respectfully submitted,

Susan Scriven
Secretary