PATTERSON LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

March 18, 2021

Present: J. Caruso (president), T. Bennett (treasurer), B. Kittle (vice-president), S. Scriven (secretary), M. Bivens, S. Brown, K. Cockram (Patterson Society), L.

Dunn, D. Hamann, P. Holt, J. Johnson, K. Richmond, M. Rubin, S.

Rudnicki, and Janice Hogenboom (past interim director), M. Hegna (director)

Absent: T. Arnold and C. VandeVelde

Guests: none

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: 7:02 by President J. Caruso

J. Caruso welcomed Megan Hegna as our new Patterson Library Director. She started working March 1. All are welcome to stop by the library to meet her in person. She also thanked J. Hogenboom and her staff for the great job they performed during the interim.

**January Minutes:**

Minutes for the January 14, 2021 Meeting: No additions or corrections were noted as emailed and the minutes were accepted for filing.

**Treasurer’s Report:**  (two attachments). T. Bennett summarized the financial report. Highlighted notes include our receiving the capital grant funds from NYS and decreased expenditures and operation expenses than were budgeted. The endowment appears to be doing well. The report was accepted for audit.

**Committee Reports:**

**Building and Grounds:** S. Rudnicki reported that the ADA lift has been repaired by the Kolt technician who installed it at a less than anticipated amount. The Schindler technician recommended them. A possible modification of the contract with Schindler was discussed as they specialize more with commercial products such as elevators, as opposed to the handicap lift. They do provide “maintenance” with their contract, but not “service”. Megan will look into this. A meeting has been scheduled regarding the portico repairs with the architect David Walter. Other opinions and options for repair will be considered.

**Personnel:** M. Bivens thanked the search committee consisting of T. Arnold, S. Scriven, B. Kittle, C. VandeVelde, J. Caruso and M. Bivens (chair), as well as other trustees who were involved in the interview process and hiring of Megan Hegna as our new director. She thanked J. Hogenboom for her diligence in oversight and making the library appealing to our candidate. She reviewed a list of short and long term goals that became apparent during the process. Highlights include:

I**mmediate:**

 1. Tasks related to completing items for the construction grant monies recently received.

 2. Update air-conditioning and computers

 3. Assure that we are compliant with new NYS policies in our handbooks.

 4. Reconsider library open hours to include being open 6 days and two later evenings.

 5. Financial committee to review policies

 6. Review of the 5 year plan P. Holt and his committee will review.

**Coming Months:**

1. Review and educate ourselves regarding Education Law 259 as a possible funding source.

 2. Consider new fund raisers in the time of Covid regulations.

 3. Consider Patterson Library email addresses for trustees for Patterson matters.

 4. Review the three Patterson websites and organize one for use.

 5. Assure that NYS standards concerning board meeting agendas, post meeting minutes and the annual report are followed.

There was a discussion of possible fund raising events and the fund raising committee was charged by J. Caruso to meet and discuss. The committee consists of S. Brown, L. Dunn, K. Richmond, M. Rubin and the Patterson Society leaders.

There was a discussion at this time regarding the Patterson Society and the need to complete the community “letter or postcard” to invite the community to join as well as advertise that we are indeed open during the continuing Covid-19 pandemic.

J. Caruso praised M. Bivens for the wonderful job she has done in guiding the Personnel Committee.

**Nominating Committee:** A motion was made to renew the terms of: J. Caruso, L. Dunn, K. Richmond, and M. Rubin. (T. Arnold has declined to continue serving as a Patterson trustee). The motion was seconded by S. Scriven and passed by unanimous vote.

The executive board all agreed to continue their roles for another year.

The resignation of board member Daniel Riscili was accepted. A motion was made by L. Dunn to ask Tim Roets to complete this term left by Dan Riscili and the motion was seconded by T. Bennett. The motion passed unanimously. The seat left by T. Arnold will continue to stay open, pending a search for skill sets that we need.

**Library Director’s Report:** (one attachment): Megan Hegna shared some highlights from her attached report: J.Caruso provided a presentation on behalf of the Patterson Library to our local school board to highlight the benefits of the library to the school community. She provided a history of the donation of school board fund to our library and emphasized our need for continued support, especially in light of the end of the Cecily Johnson Endowment. Megan presented a report to the village requesting continuing financial support. The ADA lift is complete. The NYS construction grant has been received, the boiler paid for and she is looking into what still needs to need to be done for the monies we received. There have been no recent fundraising events. Children’s programming continues to be Facebook oriented. Summer programming plans are beginning with input from surveys from parents and community organizations as to what venues will work best for them. Adult programming including book clubs, and the virtual gallery continue to have support. The maintenance position is open and is being advertised and potential candidates will have a background check. A potential “sick hours bank” is being discussed and will be referred to the personnel committee for consideration. The executive committee gave permission for a transfer of sick hours between two employees. This issue will be considered as a policy by the personnel committee. Megan is updating software licenses and computer needs. She hopes to improve internal lines of communication with her staff, other than email. She has been attending continuing education opportunities both prior to and since her employment with us. Two staff will be retiring in the upcoming months and she is hoping to bring on one full time person to replace them, hopefully before summer. Covid-19 procedural changes continue. We are no longer quarantining books and gloves are not necessary, although thorough sanitation continues. Covid vaccination of the staff is nearly complete. Janice Hogenboom thanks the staff for support and understanding during her interim director status and appreciates the cards and gifts.

**Unfinished Business:** J. Caruso provided a presentation to the Board of Education on February 8 regarding their concern as to whether the $11,000 that we receive from them is legal. Per Janice Dekoff (director of CCLS), Mr. Cipolla from the Westfield School District was notified by the NYS Division of Library Development that a school district can chose to donate or increase an allocation to a local library without a vote.

**New Business:** none

A request for executive session was made by J. Caruso at 8:18pm She stated that for the record that we do not expect to take any action during the Executive Session or after its conclusion. Executive session was concluded at 8:39pm.

**Adjournment:** The meeting was adjourned by J. Caruso at 8:39pm.

Respectively submitted,

Susan Scriven, secretary