

Schoharie Free Library Board of Trustees Meeting

Wednesday, 3/10/2021 7 p.m.

Present via Zoom, Officers: Pat Clancy President, Toni Schaeffer Vice President, Bridey Finegan Secretary, Dan Ennist Treasurer. **Trustees:** Susan Conroy, Amanda Maleszweski, Deb Paden, Gail Porfirio, Vanessa Repicky. **Library Director:** Don La Plant **Program Director:** Jennie Mosher Absent: Jackie Hadam

Meeting called to order 7:04 p.m.

Secretary's Report: Meeting minutes from Feb. 10 were submitted for review by Bridey Finegan. One correction: Jennie Mosher was also present at Feb meeting. Upon a motion by Debbie Paden, seconded by Amanda Maleszweski the board unanimously approved the minutes as amended.

Treasurer's Report: The treasurer's report from February, 2021 was submitted for review by Dan Ennist. There was discussion about Covid supply expenses coming out of the IDA grant. This IDA grant is only for supplies and equipment costs incurred after Oct. 1, 2020. Cost of new book bins were \$80. Cost was taken from IDA grant. Kim Cleveland's Covid cleaning cost comes out of the SEEC Grant as does the monthly fee for Zoom. Upon a motion by Sue Conroy, seconded by Deb Paden, the board unanimously approved the February financial report. Transaction Detail report: Upon a motion by Toni Schaeffer, seconded by Deb Paden, the board unanimously approved the February transaction detail report.

Program Director's Report: Jennie Mosher submitted the February, 2021 Program Director's Report. Upon a motion by Sue Conroy, seconded by Debbie Paden, the board unanimously approved the Program Director's Report.

Library Director's Report: Don LaPlant submitted the February, 2021 Library Director's Report. There was a discussion about a group of young people who are volunteers. Board member Sue Conroy is also volunteering. Anyone else who wants to volunteer contact Don LaPlant. Upon a motion by Vanessa Repicky, seconded by Toni Schaeffer, the board unanimously approved the Library Director's Report.

New Business

Virtual meetings extended by Executive Order to March 28

NYSCA Decentralization Grants: NY State Council on the Arts Decentralization Grants: Jennie shared that we had \$938 which must be used by Dec. 31, 2021. We still have \$700 leftover from last year which must be used by the end of June, 2021

New Looks Landscaping Contract: April-November \$58.20 per week for weekly lawn mowing and trimming. Discussion about ruts in the grass area caused by cars parking along the driveway. Perhaps we could get gravel free from Carver's Sand & Gravel. Don LaPlant will ask Carver's about gravel. Upon a motion by Bridey Finegan, seconded by Pat Clancy, the board unanimously approved the New Looks Landscaping Contract.

DLD Annual Report: Division of Library Development report is due March 19. Discussion about library board training. Eric Trahan will be invited to our board meeting in April or May.

Strategic Plan: Eric Trahan will be invited to come talk to us about our strategic plan.

Schoharie County Office of the Aging: Wanted to know if we can help sign people up for Covid vaccine. Library does not have staff available for social services. Meg Parsons

is working on developing videos and other materials to aid people in signing up for vaccines.

Staff Evaluations: Don LaPlant working on rubrics for evaluating staff.

Ingram Account: (new book vendor/book processing system) Everything arrives shelf ready. Will cost less than our current contractors. Cobleskill and Middleburgh use Ingram. We will be keeping McNaughton and Baker and Taylor for now. Upon a motion by Toni Schaeffer, seconded by Vanessa Repicky, the board unanimously approved contracting with Ingram Book Service.

Old Business

Reopening of Library: Cobleskill and Middleburgh are open. In April we will have more information re this.

Clerk position update: Connelly Holmes was pleased to be offered the clerk position. She will respond with her decision by tomorrow evening. Upon a motion by Toni Schaeffer, seconded by Vanessa Repicky, the board unanimously approved 10 hours a week for Jennie Mosher through the end of 2021.

Safe Deposit Box: No appointment yet.

Fundraising: We have bags from Hannaford. If Amazon orders are made by logging into the Schoharie Free Library AmazonSmile account a certain percentage of your purchases will be donated to the library.

Advocacy Grant: Phase 1: Get your library card campaign while announcing new Library hours. Purchase magnets with new library hours. Include magnets with a letter. We have lots of yellow library bags, Phase 2: Targeted mailer advocating for the library tax levy

SEEC Grant, SALT and IDA grants: Salt Grant and 2020 Dream and Do grant will be used for purchase of three vintage bike racks from Overstock. Upon a motion by Pat Clancy, seconded by Vanessa Repicky, the board unanimously approved purchasing vintage bike racks.

Director's and Officer's Insurance: Bill is \$878.00, due April 10. We will pay in full rather than in installments.

Executive Session: Upon a motion by Deb Paden, seconded by Pat Clancy, the board unanimously entered into executive session at 9:12 p.m. to discuss the employment history and matters leading to the appointment or employment of particular persons.

Upon a motion by Pat Clancy, seconded by Sue Conroy, the board unanimously exited executive session at 10:20 p.m. The board approved the budget revision submitted by Don LaPlant.

Proposed budget revision to accommodate Clerk and Programmer positions (Feb. 2021)
Submitted for your consideration by Don LaPlant, Library Director

2021 Adopted Budget		Proposed Revision		change
Director	\$43,000	Director	\$43,000	0
Asst. Dir. (15 hrs/wk for 52 wks)	9,750	Clerk (10 hrs/wk for 42 wks*)	5,250	-4500
Programming Transition (10 hrs/wk for 17 wks)	2,125	Programmer (10 hrs/wk for 52 wks)	6,500	+4375
subtotal/gross	54,875	subtotal/gross	54,750	-125
FICA & Medicare (6.2% FICA + 1.45% Medicare)	4,200	FICA & Medicare (6.2% FICA + 1.45% Medicare)	4,189	-11
Unemployment	420	Unemployment	419	-1
TOTAL	\$59,495	TOTAL	\$59,358	-\$137

all hourly rates @\$12.50/hr
* 42 wks = March 15 start date

Upon a motion by Pat Clancy and seconded by Debbie Paden, the board unanimously agreed to adjourn the meeting at 10:21p.m.

Respectfully Submitted,
Bridey Finegan
Schoharie Free Library Secretary