**PATTERSON LIBRARY**

MINUTES OF THE BOARD OF TRUSTEES MEETING

January 14, 2020

**Present:** J. Caruso (president), T. Bennett (treasurer), B. Kittle (vice-president), T. Arnold (acting secretary), M. Bivens, S. Brown, K. Cockram (Patterson Society), L. Dunn, D. Hamann, P. Holt, J. Johnson, K. Richmond, M. Rubin, C. VandeVelde, S. Rudnicki, and Janice Hogenboom (interim director).

**Absent:** S. Scriven (secretary)

**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

**November Minutes**
Minutes for November 12, 2020 Meeting:With addition of T. Arnold being present, the minutes were accepted for filing as amended.

**Treasurer’s Report (2 attachments):** T. Bennett summarized the financial report. We are above last year by about $5K, mostly because of the Paycheck Protection Program (PPP) $36K helped the balance our lack of fund raisers. Another round of PPP may be coming. The capital account is down because the state reimbursement has not come through yet. Income and expenditures are below budget. Endowment has been doing very well, up $480K, and ending the year at $3.7 M. The treasurer’s report was accepted for audit.

**Committee Reports:**

**Buildings & Grounds – S. Rudnicki.** A sump pump needed fixing, and he is working on getting the portico ceiling repaired. A mural by local artist Audrey Dowling has been installed in the entryway. Elevator was inspected.

**Personnel – M. Bivens (report submitted).** The search committee has received 23 applications (October – January) for library director, and 6 who did not have the required MLS degree. Zoom meetings were set up with 7 candidates, 4 of whom we asked to come back. We ended up with two finalists, Megan Hegna of Fredonia, NY and Raynelda Calderon of NYC. Both are strong candidates and reference checks are currently being done for M. Hegna, as well as an on-site interview with required precautions. Zoom interview with BOT members is being arranged. Contact M. Bivens if interested in taking part. A question was asked why 2 candidates withdrew from the search. One received another job offer, and the other did not give reason, although the committee speculates it was because of the commute from Buffalo. A question was asked is the salary we are offering competitive for candidates from farther away? M. Bivens and the committee were thanked for their efforts to find a new director.

 **Nominations – D. Hamann.** A motion was made by D. Hamann to accept the resignation of D. Eno as BOT member effective today. The motion was seconded by S. Rudnicki, and was passed unanimously. Previous village resident, Daniel Riscili (resume attached) has been approached to join the board. A motion by D. Hamann, to accept D. Riscili as a new BOT member, seconded by L. Dunn, was passed unanimously. D. Riscili will fill D. Eno’s vacancy until May 2022. Some trustee members still need handbooks. CCLS new trustee training will be starting soon. Some trustee members were scheduled to meet with Assemblyman Andy Goodell, although he could not make the meeting, and an employee filled in in his absence.

 **Other committee updates:**

**Policy Committee –** NY State law has changed in that employers with more than 5 with paid leave 1 hour per every 30 hours worked (retroactive to September). This is different than what we currently offer. J. Hogenboom and J. Caruso are working on the updated policy.

**Forward Planning Committee –** We need to develop the next long-range 5-year plan.

**Library Director’s Report (report shared previously)**

Interim director J. Hogenboom shared some highlights from her report. An opening hours sign has been created for the front of the library, and a USPS bulk mailing permit is moving forward. Facebook usage statistics are being revised as former numbers may be inflated. J. Johnson question was asked about how usage traffic has changed throughout the pandemic. The library is not seeing high usage, and nowhere near pandemic regulation limits. Curbside is still being offered, but most are coming in to collect holds. An employee’s child has had contact with positive COVID case, and must stay in quarantine. J. Caruso asked about what sick time is available to employees that are positive, and this was discussed. Established protocols are being followed. T. Arnold asked about when library employees would be eligible for the vaccine.

**Unfinished Business**

Corporators – P. Holt (summary previously shared). He gave an overview of the current situation with the Corporators. L. Moore, state librarian, has affirmed that the board of trustees are the sole governing body of the Patterson Library. Some additional correspondence highlights between P. Faust, L. Moore, and the Corporators were also shared. S. Rudnicki asked if the library has heard from other Corporators besides P. Faust. Patterson Library will not be changing its name, and former Corporators are welcome to help with the library’s mission and the board of trustees.

**New Business**

**WACS money – J. Caruso.** There is a discussion going on with the board of WACS about its annual $11K contribution to the library. This amount has remained the same since the early 1970s. Members of the board of WACS are concerned that the amount may increase. There is no annual contract for this payment that the library has on record (as well as for the town and village) and there may be a WACS member who is questioning why they are paying this money to the library. J. Johnson suggested writing a letter of appreciation to the WACS board thanking them for the annual payment. The WACS budget may be seeing cuts for their next fiscal year. J. Caruso will reach out to WACS president, Wendy Dyment to advise them about our need. The new director will be asked about researching using NYS 259 law to finance the library. Some BOT members expressed concern about moving toward this model. Both the board and the public will need to be educated about this model. Dunkirk and Jamestown have moved to 259 funding. We are coming to the end of Cecily Johnson’s bequest of ($5K per year), which helps fund our materials budget. J. Johnson asked about Patterson Society annual fund raising letter. It will be mailed out when we get our bulk mailing permit.

**Personnel Committee update with search – M. Bivens.** Candidate M. Hegna has been asked to come in for an in-person interview. BOT members will meet with her via Zoom on the day of the visit. There is another candidate from New York City, but we are interviewing M. Hegna first.

**Adjournment:** The meeting was adjourned by J. Caruso at 8:30pm.

Respectively submitted,

T. Arnold (acting secretary).