

## 10. Memorial Library Board of Trustees Meeting, October 27, 2020, Via ZOOM

Members present: President Bill Fiske, Susan Goodrich, Mary Finch, Tim Allard, Roxanna Miller, Director Candy Wilson

No public in attendance.

The meeting was called to order at 12:01 by President Bill Fiske. The Agenda was read, Bill moved to accept it, seconded by Susan. Agenda accepted.

The minutes from the September meeting were read, corrections noted. Bill moved to accept, seconded by Tim. Minutes Accepted.

### Treasurers' Report

Balance Sheet as of September 30—no questions

Balance Sheet as of October 27—no questions

Candy noted that she has not yet called CSCSD for the tax funds. Tim texted Jason Rosko at Campbell who said he would get a check out next week.

#### Operating budget Review

There was one correction—the missing percentage of the budgeted amount for the cleaner's pay was added to the spreadsheet.

Bill moved to accept the report, Mary seconded. Accepted.

The contribution rate for the NYS Disability and Paid Family Act as covered under our insurance has increased to 0.511% (from 0.27% in 2020). Candy has put the information on a poster placed on the bulletin board.

### Old Business

- A. Friend's Group— no one attended their last meeting  
FLX Gives will occur on November 13. The website, Facebook, posters, and the newsletter Bill will write will give details. The library goal is \$1000.  
Susan and Candy have worked together on this effort.
- B. Library needs.
  - \*backflow test has been completed—cost was \$80.
  - \*Annual service for H-VAC needed. Candy will call Corning Appliance.
- C. Policies  
Library staff exposure and closing considerations:  
We serve a wide area from which patrons come to Benedek Memorial Library.

STLS has given libraries and trustees a complete explanation of staffing levels and actions for the types of exposure and a list of services possible in each colored zone for areas affected.

For Benedek Memorial: close contact exposure— 14 day quarantine

Secondary exposure—May quarantine.

Testing which is negative allows staff to return to work

Closure— when no one can work by the NYS guidelines

STLS has supplied some PPE items to give away patron safety.

The library is fine free until the quarantining of materials is no longer mandatory.

Candy reminded the board that sexual harassment training is mandatory and needs to be reviewed now.

The library needs to match \$200 to the Pilcrow Foundation grant that Benedek Memorial Library was awarded this fall. The foundation will send a list of books they have available.

Larry's Paving agreed to come back to complete the work they had agreed to in the contract we had with them. The work has been done.

Candy, Tim, and Bill will meet via Zoom on Thursday, October 29 to begin budget planning for 2021.

There was no other New Business.

The next meeting will occur November 24 at 12:00, the regular date. The tax cap will be one task for the board to set.

This meeting adjourned at 1:33pm

Respectfully submitted,

*Roxanna E. Miller*

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