

**Board of Trustees Minutes**  
**July 26th, 2023**

Board Attendees: Chris McCarthy, Liz LaRochelle, Tom Bradley, John Arcaro

Absent: Rob Price, Beth Crump, Laurie Smith

Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin

I. Meeting was called to order at 6:00 p.m.

II. Approval of minutes from the May 24th, 2023 meeting.

Liz made a motion to accept the minutes; John seconded. Everyone in favor. Motion carried.

III. Financial Report:

Review of the Profit and Loss Statements for May and June 2023. No questions were asked regarding the check registers. Liz made a motion to accept the check registers for May and June 2023; Tom seconded. All in favor. Motion carried.

IV. Director's Report:

Susan reported that stats for circulation and programming have increased throughout the summer months with about 561 summer reading participants and 16,255 physical checkouts in July alone.

Susan, Scott, and Lisa expressed their appreciation for the commendable and competent staff at the library for their ability to assist patrons even though they have been short staffed.

V. Friends Update:

Susan gave an update on the activities of Friends who have made a sizable donation of about \$14,000.00 to date and reviewed the Friends Report.

VI. Committee Reports

Building:

Susan disclosed that the Main Service electrical box is detaching from the building. An electrician was contacted who provided a quote for replacement (\$3785.00). The Trustees advised that library staff should obtain a second quote before moving forward with the repairs.

Personnel:

Scott was congratulated on being promoted to Assistant Director. The library administration is advertising for a Teen and Youth Services Librarian position.

## VII. Old Business

### Long-Range Planning Update:

The long range planning survey has closed with a total of 470 responses having been received. Library leadership is drafting goals based on those responses they intend to present to the board of trustees.

### Board of Trustees Treasurer Vacancy:

The search for a treasurer for the Board of Trustees continues. The vacancy is being pushed out on social media and the Library's website. Susan has received some interest in the position and will continue to keep the Board apprised.

## VIII. New Business

**Staff Survey Dress Code Update:** Susan and Scott solicited the board for their opinions on amending the dress code to allow staff to wear jeans anytime. Susan clarified that dress would still need to be professional (no rips, cut offs, or jeans with holes, etc.) The Board was supportive of this policy change.

### New York Times:

After many issues with the delivery, the library has opted to discontinue their Sunday print subscription. There have been no complaints from patrons on the library's decision to do so.

### Cisco Software Renewal Options:

Scott conducted research into the renewal of Cisco Software and proposed to the Board a 3 year contract in lieu of a 12 month contract which would provide savings of around \$157.00 for the duration of the 3 year contract. Tom motioned to approve. Liz seconded. Motion Carried.

### Preliminary Discussion of 2024 Budget:

Future library funding was discussed, no anomalies were identified.

### Emergency Closing Policy Review (Staff Compensation):

Susan and Scott proposed an updated policy to compensate staff when they are scheduled to work and the library is closed due to emergency circumstances. Susan polled other libraries that have similar policies. The Board was supportive. President McCarthy was concerned about liability if an employee was injured at home while being compensated. Trustees agreed an Employment Lawyer should be consulted before a change to policy is made.

### New Electronic Incident Form:

Scott developed an Electronic Incident Form based on survey feedback. A concern was brought up about collecting data and PII for patrons and minors. Trustees encouraged moving forward with the proposed incident form but scrubbing any fields for PII and keeping patron identities anonymous.

Board of Trustee Needs March 2024:

Susan vocalized her concerns with filling Board vacancies to ensure the library experiences no disruptions in the event there is no quorum.

IX. Adjournment

With no further business, Liz made a motion to adjourn, seconded by Tom.

Meeting adjourned at 7:05 p.m.

**Next Meeting: September 27th, 2023, at 6:00 p.m.**

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