

Hazeltine Memorial Library Board of Trustees meeting April 27, 2021

CTO: 5:50 PM by Erin Pangborn, President

PRESENT: Erin, Sally Burns, Liz Burns, Judy Haller, Nikole Knobloch; Trustees. Katie Smith, Director

TREASURER'S REPORT: Judy presented March expenses totaling \$5,727.04, members reviewed. Katie distributed financial reports detailing current and year end status. No concerns voiced. Erin moved to accept all financial reports as presented, Nikole 2nd, all approve.

MINUTES: Members reviewed March minutes as presented by Liz Burns, Judy moved to accept same, Nikole 2nd, all approve.

DIRECTOR'S REPORT: Written report attached. Katie noted she had checked into library status as a civil service employer. Since no longer funded by Town, we are no longer associated with civil service and their hiring practices; gives us more latitude in requirements for staff, hours, etc. She will amend policy manual to reflect same, trustees can approve at next meeting.

There will be a presentation at library tomorrow evening by Molly Harvey, Education Nutritionist for SNAP program, regarding strategies for efficient grocery shopping in today's market. Free to public.

Katie confirmed that Lisa Rexford will be completing our 990 tax form by 5/15/21.

There has been no decision by CCLS regarding summer reading program due to ongoing COVID issues. Katie to discuss with Lakewood Library, possible coordination of ideas.

OLD BUSINESS:

Pandemic Plan as approved by board has been added to policy manual

Call list for alarm company and emergency contacts has been updated for 2021

Nikole has been researching insurance policies for best cost, any changes necessary if we complete shed/community bldg project.

Erie Ins Co quoted a price almost double current carrier, J. Edwards. She will receive a quote from Erie/Niagara next month, will also contact Sloan Melhuish.

Roof repair has been completed, total cost \$7600 out of remainder of septic fund. (previous approval received).

NEW BUSINESS

Lawn service recommends we do a weed/feed application, Turf Tenders will do for \$200, maintenance budget would allow.

Judy moved to have this done, Liz 2nd, all approve.

Discussion held regarding concerns about shed project.

Construction cost increase due to COVID is considerable and original size planned (20 x 20 Ft) is now beyond grant monies obtained. Architect is still working on materials list, but if we have BOCES program do the building, we may need to reduce size to 12 x 20 which does not allow for practical use as a community program site per original thinking.

Possible cost of 10-12 thousand, plus electrical work, site prep, sidewalk, etc. is high for what would be largely a storage area.

Alternate suggestions were made, including checking broader range of suppliers, prebuilt options, etc. It was decided that Nikole will investigate further per prebuilt sources and Katie will check with funding sources to see what their flexibility would be regarding any changes in size, contractor, etc.

Further discussion to be held at May meeting. No imminent deadline to complete project.

Nikole looked at print version of policy manual and discussion revealed that it is not reflective of recent updates as is the version stored on zip drive.

Policy Manual kept at the library will be updated so hard copies will match updates made to zip drive.

Meeting Adjourned at 6:53 PM Next Meeting May 25, 5:30 PM