

NAPLES LIBRARY BOARD MEETING

July 31, 2024

Present: Lisa Jensen, Linda Strauss-Jones, Kendyl Litwiler, Doug Cochrane, Pam Stephen, Brooke Finley, Katy Matthews, Michelle Barclay (notary)

Call to order

New Business

Welcome Michelle Barclay. She is an administrative assistant at Naples Central School and will notarize the oath of office documents for the new trustees.

Brook and Katy completed their oath of office documents and read their oaths. Michelle notarized the oath of office documents.

Nomination of board officers:

Motion #416 - Pam nominated Lisa for secretary. Brook seconded the motion. Motion carried.

Motion #417 - Linda nominated Pam for vice president. Doug seconded the motion. Motion carried.

Motion #418 - Lisa nominated Linda for president. Brook seconded the motion. Motion carried.

Conflict of Interest and Ethics statements - need to be signed annually. The board members and Kendyl read and signed the statements.

Sexual harassment training. An online link will be sent. It takes about 54 minutes. The best way to do it is print a form before watching the video. Submit the form at the September 18th board meeting. At the September 18 meeting, we will talk about the training.

Library of Things waiver. A patron will need to sign a hold harmless agreement before they borrow an item from the Library of Things. Patrons will have to be 18 or older in order to borrow from the Library of Things.

Long Range Plan - Programming Goal. We had four goals in the long range plan. Overwhelmingly, the community loves the programming. Technology is a big concern. Many people don't know what is available at the library. There is a plan to offer programs on what is available. There is concern over emerging technologies. There is concern about youth and social media. We will have programs that deal with these subjects. Our library has a lot of partnerships with community groups and people love that. People felt the library was a safe space to discuss difficult topics. Another theme was adult education and programming for seniors. We want to provide more educational and social opportunities for these groups. We want to reach underserved and marginalized communities. We want to develop measures of how we are meeting these goals.

Employee Handbook. The Policy and Personnel Committees have been reviewing it over the last few months. We are looking forward to input from the rest of the board. The goal is for the board to go through it by our September meeting. The Employee Handbook comes from OWWL and has been created by a company that will update it with any changes to NYS law each January. Every new employee at the library is required to read this handbook.

We do not have a treasurer's report this month. Janice is still recovering. The FLACE account is doing well.

Motion #419 - Linda motioned to approve the Consent Agenda. Pam seconded the motion. Motion carried.

Katie and Linda reviewed the invoices and bills earlier today.

Motion #420 - Linda motioned to approve the bills. Doug seconded the motion. Motion carried.

Review of the Trustee Handbook: p.138 - 168. Doug - p.155 Regent Council of libraries - was impressed by how much our library is doing correctly. Pam - p. 156 - libraries are essential to the well-being of communities. That resonated with Pam. She read the whole document and noted similarities with our planning process. Kendyl - p.155 - also stood out to Kendyl. Kendyl had been part of the process of developing this document. Linda - we had just revised the by-laws last month. Looking at the sample by-laws, Linda was impressed by how good our by-laws are.

We have successors for each chair for each committee.

Committee Reports

Building Maintenance – The AC was not working. The compressor on the roof had been filled up with cottonwood. The HVAC (Lloyd Mechanical) person cleaned it out.

Communication – Nothing new.

Finance – Nothing new.

Planning – Met two weeks ago. Paul had bundled the themes into which external organization we should provide that feedback to. Kendyl will create a presentation of the whole planning process and the plan itself. We will invite the community to this.

Policy – For the August board meeting, we will provide a list of which policies will be replaced by the new Employee Handbook.

Personnel – We have been working on reviewing the Employee Handbook.

Friends – Nothing new.

Library Highlights – Kendyl reviewed the library statistics. She presented a sampling of the upcoming programming. Kendyl has completed the AFR report - this is a financial report to the Office of the State Comptroller. Summer library program is going really well. Grown-ups are happy they can participate. Library Things: We have Empire Passes and passes to Rochester Museum and Science Center. They are first-come, first-served. Suggestion to get Bristol Mountain passes. We are considering other passes like Sonnenberg Gardens. We have various household tools, garden tools, and sporting equipment. This library has not been announced yet. We are still in the cataloging process. They should be available in a couple of weeks. The Friends gave us an additional \$1000 as seed money for the Library of Things.

Future board meeting dates: August 21, September 18, October 16, November 20, December 18 (gathering).

Motion #421 - Linda motioned to adjourn the meeting. Lisa seconded. Motion carried.