

NAPLES LIBRARY BOARD MEETING

August 21, 2024

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

Call to order

New Business

Welcome Pat and Janice. Pat is the vice president of the friends.

We have learned that when a trustee takes the oath of office, that paper needs to be filed with the country clerk. Since that did not happen the existing trustees need to be appointed for the coming year and to run for election next spring.

Motion #422 - Katy motioned to appoint Doug Cochrane, Lisa Jensen, Pam , Linda as Library Trustees until June 30, 2025. Brook seconded the motion. Motion carried.

Appointed trustees need to complete their oath of office paperwork, have it notarized and return in by next Friday.

Motion #423 - Brook motioned to retroactively approve the motions from July 21, 2024, the motions 416, 417, 418, 419, 420, and 421. Katy seconded the motion. Motion carried.

Larken is considering being a trustee. She has lived in Naples for 7 years. She was a teacher in Marcus Whitmen for 9 years. She is focusing on her wedding photography business and brewery now. She has a masters in literacy.

Reconsideration of Library Materials - we have expanded this policy to include both materials and programming.

Motion #424 - Linda motioned to approve the revisions to Reconsideration of Library Materials. Pam seconded the motion. Motion carried.

Employee Handbook - the personnel and policy committees have worked on revising the Employee Handbook provided by OWWL. This handbook replaces a number of policies: Harassment and Discrimination Prevention, Open Communication, Personnel, Personnel Policy affirmation, Whistleblower Policy and Reporting Form and Violence in the Workplace. We will review the new Employment Handbook between August and September. We aim to approve it in our September meeting.

Naples Library Director job description. Kendyl has been with us for three years. In the hiring process, we realized the current job description didn't fit what we were looking for. Kendyl and Linda examined a number of job descriptions and came up with one that better fits our library.

We are removing the requirement to plan and coordinate programming. We have hired other staff to take care of that.

Motion #425 - Pam motioned to approve the Naples Library Director job description. Brook seconded the motion

Review of next long range plan goal: training. We are planning to provide staff education to focus on their areas of responsibilities, increase trustee engagement in training opportunities, trustees will report on training they have attended. We will report on training we have had from July of 2024 through October 2024 in our October meeting. We will encourage the Friends to participate in training. Linda will be sending training opportunities out to the Friends. We will be developing training for library volunteers. The director will participate in learning opportunities concerning sustainability.

AFR - Annual Financial Report. The numbers are still a little screwed because of expenses related to the expansion. Should be back to normal by next year.

Motion #426 - Linda motioned to approve the Annual Financial Report. Kate seconded the motion. Motion carried.

Sexual harassment training. Linda has sent out the link and form for this training. We will talk about this on September 18. We need to bring our forms to that meeting.

Board Retreat will be November 9, 2024, 10:00 AM to 3:00 PM at the OWWL office in Canandaigua. Typically we do some team building. We learn from Ron about the trends and challenges in the library industry. We will work on our long range plan.

Motion #427 - Linda motioned to approve the consent agenda. Pam seconded the motion. Motion carried.

Motion #428 - Linda motioned to approve the bills. Katy seconded the motion. Motion carried.

Review of the Trustee Handbook: p.159 - 178. Lisa was interested in Pilot payments. Naples doesn't currently have any, but now we know what to look for. Pam was struck by the sample planning process and affirmed that is the way our board went about the process. Katy noticed the suggestion that trustees join NYLA. There is a discount for training for NYLA members. NYLA advocates for libraries on the state level and tries to increase public awareness. Our board is NYLA members. NYLA has a friends section. Brook was interested in the section about reviewing salary and benefits packages, and looking at local non-profits as well as local libraries. She feels it is important to treat our current staff well and keep the excellent staff we have. Linda was interested in the section on hiring a library director. We went through this process three years ago. We went through every step of what was in this handbook.

Building Maintenance –

Communication –

Finance –

Planning –

Policy –

Personnel –

Friends – The Friends were recently gifted a large donation of \$10,000. The Friends has a goal to raise \$6000 to \$8000 a year. They hold money in a bank account and it is sent to Kendyl when needed. They will do their usual fundraising at the Grape Festival. They have purchased a tent for that occasion and any future activities. The Friends are instrumental in funding the summer program. They have helped supply and replace computers. They are very needed and used in this community. The usual raffle will be conducted at the Grape Festival. Also, Tad has built a large Kite for the library raffle. In November, they will be doing their fundraising mailing.

Library Highlights – excellent statistics for the summer library programming. Allie and Moira did an excellent job. Big increase in checkouts (due to the summer program). We usually have lighter programming in September both to recover from the summer program and to let families get used to the school schedule. The AC is fixed. We are working on a new grant project - self defense for women and girls. Lily's last day is the 30th. She has weeded the collection of books that haven't been checked out in five years. She has done an excellent job.

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

Motion #429 - Linda motioned to adjourn the meeting. Pam seconded. Motion carried.