

## NAPLES LIBRARY BOARD MEETING

November 20, 2024

Present: Lisa Jensen, Linda Strauss-Jones, Kendyl Litwiler, Pam Stephen, Katy Matthews, Larkin Ryan, Doug Cochrane, Gail Musnicki, (friend), Jessica Winum

Call to order

**New Business** - Norton Suda, Canandaigua National Bank, updated us on the FLACE account. Our account is doing well and we have a appropriate access mix for our current circumstances.

*We approve Director Jessica Winum to access all Naples Library banking accounts, and request that former Director Kendyl Litwiler-Sutherby be removed from access.*

**Motion #453** - Linda motioned to approve Jessica to have access to funds per wording above. Pam seconded. Motion carried.

Accessibility Policy: This is a big part of our long range plan. Jessica has given us information on Rochester Accessible Adventures. This organization does accessibility audits. Jessica and Pam will be meeting with a member of this organization.

Library Advocacy Day (Feb 4-5): Jessica will be attending. It is held every February and is the day to get in front of our legislatures or their staff and talk to them about what is important to us. There is a session in the capital for anyone who has a vested interest in libraries. The legislatures who are library advocates discuss what they are doing. There is legislation up this year that if you ban books in your library or school, you will not get state funding.

Meeting next month (Feb. 19) will start at 4:30. Ron Kirsop, Executive Director, OWWL is coming to talk about "How OWWL Supports Us".

**Motion #454** - Linda motioned to approve the director's report and the December meeting minutes. Katie seconded. Motion carried.

**Motion #455** - Linda motioned to approve the bills for December 2024 and January 2025. Doug seconded. Motion carried.

Trustee Handbook - p.26-54. What resonated for Linda was the trustee responsibilities. We updated this last year, using this chapter. The concept of collective authority - as a board we need to speak with one voice. Pam appreciates all the hard work people put in on the committees that enables the board meetings to run smoothly.

Ron sent out a helpful note on the training academy. We will each make a commitment to attend one event between now and our February meeting.

### Committee Reports

We have co-chairs for most committees.

Building Maintenance – Jessica will communicate with Doug about a couple of issues.

Communication – Larken and Jessica will meet about the social meeting account.

Finance – Nothing to share.

Policy – We are working on creating an Accessibility policy and an AI policy. We will be updating the Employee Handbook - the 2025 updates have been providing by OWWL.

Personnel – We want to review/streamline the process for recording trustee training.

Friends Update - Have been discussing fund raising options. The letter mailing only brought in \$3000 this year. Are in good shape - have a total of \$18,000 in the account. The Friends will give \$8,000 to the library by July 1, 2025. Jessica can come to the Friends if there are any needs not covered in the budget. The Friends will be rewarding the staff. It usually happens at Christmas and six months later. Jessica will go through the five-year plan with the Friends at their next meeting.

Library Highlights - Jessica finished her post-graduate certification in Public Library Administration. Jessica is taking the Digital Equity academy. It is about increasing digital access. Jessica finished submitting her civil service application. She is starting the process for us to become a “family search” library. It is a free site that is like “Ancestry”. Once people come here and get on our computers, they will be able to see many documents. She is working on an inventory of the computers and doing the staff reviews. The staff had a list for Jessica when she started. The cleaning company needs to be more consistently thorough. The printer is dead and Jessica has ordered a Xerox printer. We have the best programming staff! A variety of programs are coming up.

- Dates for 2025 Board of Trustees Meetings: Third Wednesday of the month (\*exception), February 19, March 19, April 23\*, May 21, June 18 (Gathering), July 16, August 13, September 17, October 15, November 19, December 17 (Gathering)

**Motion #456** - Linda motioned to adjourn the meeting. Pam seconded. Motion carried.