

January 11, 2021 Annual Meeting

Phelps Library Board of Trustees

Roll Call: (meeting via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelley, Holly Rich, Nick Rich, Breeyn Bengston-Schoonerman, Director Dan Bish

Meeting began at 6:29

Public Participation: none

Adoption of Agenda: Accepted unanimously.

Approval of Minutes: Minutes of January 13, 2020, approved unanimously.

President's Report: President Dave Benz congratulates Director Bish on his efforts throughout the year to provide service to the community during the Corona virus pandemic. Dave says that we've done well, considering the challenge.

Director's Report: He and the staff rose to the viral challenge! Lessons learned the year pointed out different methods of delivering expected services. Pandemic restrictions cancelled all previous plans and programs from March 17 to June 29 when curb-side pick-up and on-line video "Children's Hour" began. Restriction changes showed; clear shields, sanitation stations and limited patron attendance.

Standing Committee Reports:

Bld/Tech: Jan. Annual meeting: A search for a contractor to repair the rear stairs and deck; our kiln donated to the Palmyra Christian School, the construction grant was amended to replace the library main door, new shelves were damaged in transit, the new book drop box arrived in October, the new glass door was installed in November. Jan. regular meeting: Electrical work completed in the Community Room and Steam Room, new shelves installed in the Clean Steam area by re-using the old shelves to create the Library of Things, Feb.: Chrome Book is ordered for the touch screen, March, we are informed that the new door's glass doesn't comply with Fire Code and should be replaced with one half hour rated glass for approx. \$2600, staff sink hot water heater disabled as it was leaking and also not used. April, Oculus Rift moved to Teen Room and securely mounted to a A/V stand. May, Discussion concerning Plexi shields for the circulation desk and a quarantine area for returned materials. June, PLS notified us to say Plexiglass isn't compliant and we must use Polycarbonate for shields. July, materials procured to make shields and installed, tables and

chairs re-arranged to limit time patrons can visit, Matt Kominiarek of PLS will install new network equipment. Aug., took the opportunity to clean work spaces, plan for larger projects and finish minor improvements. Sept., eased restrictions resulted in opening the fiction and non-fiction areas which required hand sanitization stations, the opening of school brought expanding our hours to 7:30 AM to allow middle and high students that cannot use remote learning from home. We began recording videos of crafts and projects from the Steam Lab to show on our social media accounts and YouTube Channel, began annual tasks to finish up the year, the funding request process, talking to Phil Troutman concerning the yearly request to the school. Oct., nothing to report. Nov., discussion concerning the long and short term options of sanitizing the library. Dec., Dan reports that the rear exit deck has been repaired but will need further repairs and renovation; he will investigate possible grants for this.

Finance/Funding: End of year assets: Investments: \$396,417.53
Checking accounts: \$84,467.62, Total: \$480,885.15. The **budget for 2020** was: \$208,372.33, Expenses for 2020: \$171,767.73 and Income \$203,690.00

Due to the CoVid19 restrictions which limited fundraising opportunities, our income for the year was below budget. However. Our expenses were also less than anticipated due to restrictions that alleviated expenses for programming and library related travel.

2021 Budget is: \$211,960.00

Budgetary line items are largely identical to 2020

Budget increase mostly attributable to additional \$12,000.00 allocated to state mandated employee salary increases.

Fundraising Income: \$634.44

Contributions: \$1,426.74

Goals for 2021: 1. Explore grant opportunities, 2. Explore other fund raising opportunities keeping in mind applicable CoVID-19 restrictions. 3. Continue to be fiscally responsible

Policy/Personnel: There were meetings on: the extension of the Long Range Plan for a period of two years that should cover the Pandemic and a short period beyond to evaluate lessons on service delivery and programs and renewal of our Director's contract.

Public Relations: January 2020 saw the resignation of Mary Ellen Darling as PR chair resulting in trustees; Matt Brown, Chris Lawson and Leah Hamilton filling the position. Programs canceled due to the pandemic were: the Maker Space at Romulus School District, Stem Night at Geneva Maker Fest, Phelps Library Maker Fest and the Great Give Back. The Library's web site received more traffic than its Facebook page early in the Pandemic. Lydia Day was awarded the Phelps Library STEAM Scholarship as she will attend Clarkson University to major in engineering. June 29 saw the library open with Curb-Side Service and opened to the public on July 13. Shortly after re-opening on July 13, the library staff initiated a dialog with patrons that underscored the library's importance to the community. In lieu of The Great Giveback, a smaller scale collection of non-perishable food items was held for the local food pantry. An Escape Room fund raising event was held during November and December. The effort raised \$634.44 and received positive feedback.

Election Of Trustees: The Acting Secretary cast one vote for the slate of Trustees : Holly Rich, Nick Rich and Breeyn Bengston- Schoonerman for five year terms ending in January 2026

Nomination and Election of Officers: Dave Benz, President, Lee Coryell, Vice President, Holly Rick, Secretary and Breeyn Bengston-Schoonerman, Treasurer. The Acting Secretary cast one vote for the slate of nominated slate of officers.

Committee Assignments 2021:

Finance/Funding: Breeyn Bengston-Schoonerman- Chair
Kevin Kelley
Building/Tech: Kevin Kelley- Chair
Nick Rich
Policy/Personnel: Lee Coryell- Chair
Nick Rich
Public Relations: Holly Rick- Chair
Lee Coryell

Claims Auditor 2021: List to be distributed shortly

**Items for Annual Board
Review and Approval:**

1. Director's salary schedule

2. Health Insurance review
3. Operations/Business Insurance
4. Bank Depository Signatures: currently Dave Benz and add Lee Coryell
5. Claims Auditors: see above

Signatories: Dave and Lee will be added at the Bank and added to Investment accounts

6. Vote to Pre- Authorize Payments: a motion was made by Nick
7. Rich and seconded by Breeyn Bengston-Schoonerman to approve the list of time sensitive monthly bills which is available from the Director. Vote to approve was unanimous
8. By-Law Review
9. Signatures Conflict of Interest Policy
10. Whistle-blower Policy
11. Sexual Harassment Policy
12. A motion to accept and approve the changes to the above policies and by-laws was made by Lee Coryell and seconded by Nick Rich and is approved unanimously.
13. The Depreciation Schedule: a motion to accept the Depreciation Schedule was made by Dave Benz and seconded by Nick Rich and was approved unanimously
14. Meeting was adjourned at 7:21

January 11,2021 Monthly Meeting

Phelps Library Board of Trustees

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelley, Nick Rich, Holly Rich, Breeyn Bengston-Schoonerman, Director Dan Bish

Meeting began at 6:29

Public Participation:None

Adoption of Agenda: Accepted unanimously

1 .Approval of Minutes: Meeting of December 14, 2020, Accepted unanimously

2. Approval of Finances: Report given by Kevin Kelley stating that the monthly appear acceptable

3. Director's Report: Attendance has dropped significantly due to Covid restrictions and cancelled programs. The drop in attendance may have an impact an impact on our annual State report. Dan announces the official start of"1000 Books Before Kindergarten" and the beginning of the Quarterly Newsletter. If Carona infections continue to rise against available hospital beds, the response will be to continue the CoVid restrictions. Dan informs the board that he will have to investigate finishing the new book drop box and that the graphics will have to be approved by the Village Board.

4. Standing Committee Reports:

Bldg/Tech: given In the Director's report.

Finance/Funding: Annual Appeal was sent out during the last month; the response has been encouraging, the Village funding request is coming up.

Policy/Personnel: no report

Public Relations: State wide Library Advocacy Day in Albany is coming up although virtual.

Unfinished Business: none

New Business: Trustees should remember the NYS training requirement for Minimum Standards which will be a four hour course, on-line and Dan warned trustees to record their own attendance and courses

taken.

Meeting was adjourned at 7:44 Submitted by Kevin Kelley

Phelps Board of Trustees February 8, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston-Schoonerman,
Holly Rich, Director Daniel Bish
Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

- 1. Approval of Minutes, January 18, 2021**
 - a. Nick, motion; Bree, second; All in favor
- 2. Approval of Finances:**
 - a. Bree stated that finances are in order.
 - b. Holly, motion; Lee, second; All in favor

3. Director's Report

Dan shared that the annual report software is ready for review.

The image file for the new Book Drop is available and has previously received Village Board approval. Estimates for its construction are still needed.

Although New York state COVID-19 numbers have decreased, testing has also decreased. Therefore, it is prudent to remain cautious and wait for New York State to offer guidelines regarding an increase in hours/services.

Standing Committee Reports

- a. Building/Technology
 - i. The Book Drop will require construction estimates.
- b. Finance/Funding
None
- c. Policy/Personnel
None
- d. Public Relations
 - i. Library Advocacy Day is scheduled for Friday, February 26, 2021. Dan and Dave will represent the library at this year's virtual event.
 - ii. Dan offered to explore contacts at the Finger Lakes Times in an effort to publicize future library events
- e. Unfinished Business
 - i. Approval of the September 2020 minutes. Motion; Nick, Lee, second; All in favor (Bree-abstained).
 - ii. Annual forms/Claim Auditor Schedule require all board member signatures
- f. New Business
None

Meeting adjourned at 6:46 pm.

Next meeting March 8, 2021 6:30 pm.

Phelps Board of Trustees March 8, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich,
Holly Rich, Director Daniel Bish
(Absent) Breeyn Bengston-Schoonerman
Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes, February 8, 2021

- a. Nick, motion; Lee, second; All in favor

2. Approval of Finances:

- a. Due to absence of the Treasurer the approval of Finances will be tabled until April 2021.

3. Director's Report

Dan shared that in conjunction with the Library the Phelps Hometown Pharmacy is planning a Covid vaccine clinic to be held on a Sunday (exact date to be determined). The Village and the Phelps Community Center have agreed to provide building access. Further arrangements will continue to be explored.

The Teen Room will be undergoing improvements with the building of new shelving units to provide a location for the hardware necessary for the Virtual Reality Program.

A quilting project for area libraries sponsored by the Ontario County Council of the Arts will encourage participants to create a visual representation using felt squares to chronicle their feelings during the Covid epidemic. Materials and further instructions may be obtained at the library.

Standing Committee Reports

- a. Building/Technology
 - i. An air purifier was installed in the main lobby to effectively remove dust and virus particles
- b. Finance/Funding
 - i. Full funding request amount was received from the Town. The Village meeting scheduled for March 15.
- c. Policy/Personnel
None
- d. Public Relations
 - i. Library Advocacy Day was postponed.
- e. Unfinished Business
None
- f. New Business

- i. Children's Room will re-open Monday March 16, 2021 with recommended Covid precautions in place.
- ii. Resumption of inhouse programs (Summer Reading) and services are currently under consideration and dependent upon continued improvements in the incidence of Covid infection numbers. Efforts to maximize safety may require additional scheduling times, smaller numbers of participants etc.

Meeting adjourned at 6:58 pm.

Next meeting April 12, 2021

Phelps Board of Trustees April 12, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich,

Holly Rich, Breeyn Bengston-Schoonerman,

Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes, March 8, 2021

- a. Holly, motion; Nick, second; All in favor

2. Approval of Finances

- a. Breeyn states that the finances are in good order.
- b. February 8, 2021 - Finances approved Nick, motion; Holly, second; All in favor
- c. March 8, 2021 - Finances approved Lee, motion; Nick, second; All in favor

3. Director's Report

Dan shared that in conjunction with the Library the Phelps Hometown Pharmacy is planning a Covid vaccine clinic to be held on a Sunday (exact date to be determined). The Village and the Phelps Community Center have agreed to provide building access. Further arrangements will continue to be explored.

The Teen Room will be undergoing improvements with the building of new shelving units to provide a location for the hardware necessary for the Virtual Reality Program.

A quilting project for area libraries sponsored by the Ontario County Council of the Arts will encourage participants to create a visual representation using felt squares to chronicle their feelings during the Covid epidemic. Materials and further instructions may be obtained at the library.

Standing Committee Reports

- b. Building/Technology
 - 1.b.i. An air purifier was installed in the main lobby to effectively remove dust and virus particles
- c. Finance/Funding
 - 1.c.i. Full funding request amount was received from the Town. The Village meeting scheduled for March 15.
- d. Policy/Personnel

None
- e. Public Relations
 - 1.e.i. Library Advocacy Day was postponed.
- f. Unfinished Business

None
- g. New Business

- 1.g.i. Children's Room will re-open Monday March 16, 2021 with recommended Covid precautions in place.
- 1.g.ii. Resumption of inhouse programs (Summer Reading) and services are currently under consideration and dependent upon continued improvements in the incidence of Covid infection numbers. Efforts to maximize safety may require additional scheduling times, smaller numbers of participants etc.

Meeting adjourned at 6:58 pm.

Next meeting April 12, 2021

Phelps Board of Trustees May 10, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston,
Holly Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm.

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes, April 12, 2021

Motion by Nick; Lee, second; All in favor

2. Approval of Finances:

a. Treasurer Breeyn stated that the finances are in order.

b. Approved. Lee, motion; Nick, second; All in favor.

3. Director's Report

Dan shared that the COVID numbers in Ontario County are decreasing and rates of those receiving the vaccinations are continuing to rise. This summer, plans are in the works for local festivals to resume.

The number of persons permitted in the main lobby, meeting room, and the Steam Lab has increased from 50 – 75% capacity.

Bullet Aid requests have been submitted.

Standing Committee Reports

a. Building/Technology

i. Wooden boards from the storage room need to be relocated, within the next two weeks, to allow for the window curtain installation.

ii. Given the dramatic increase in the cost of raw materials, it is deemed fiscally irresponsible to undertake the implementation of new renovations at this time. This does not include the installation of the outside Bookdrop, which was previously agreed upon.

b. Finance/Funding

i. 990 tax forms have been completed and submitted.

c. Policy/Personnel

None

d. Public Relations

i. The theme of the Summer Reading Program for 2021 is “Tails and Tales”. A mini contest will be held to design a bookmark to be handed out to the program's participants. Judges for the contest will need to be chosen.

e. Unfinished Business

i. Discussion ensued regarding a change in the weekly hours. More data need to be compiled to assess the number/hours of patrons using library services.

f. New Business

i. NY State Annual Report accepted Bree, motion; Nick, second; All in favor

Meeting adjourned at 7:12 pm.

Next meeting June 14, 2021

Phelps Board of Trustees June 14, 2021

Roll Call (via GotoMeeting):

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston,
Holly Rich, Director Daniel Bish

Public participation: None

The meeting was called to order at 6:30 pm.

Adoption of Agenda: Approved. Holly, motion; Lee, second; All in favor

1. Approval of Minutes, June 14, 2021

Motion by Lee; Nick, second; All in favor

2. Approval of Finances:

a. Treasurer Breeyn stated that the finances are in order.

b. Approved. Nick, motion; Lee, second; All in favor.

3. Director's Report

Dan shared that although the PCC is not mandating mask usage the Library will continue to do so in deference to participants of the Headstart Program. 70% of persons in New York State eligible to receive the COVID vaccine have received their first dosage of the vaccine.

Village Clerk has notified Dan that the Village Board has approved the full amount of funding requested which is an increase of \$2,500.00.

Community and STEAM room have reopened. Genealogy and bridge groups have resumed and a felting group will be held over the summer. Social media outlets will advertise the availability of the rooms.

The Friends of the Library has an annual grant which may be utilized to increase the Library's collection.

Standing Committee Reports

a. Building/Technology

i. Dave will review the lease to determine the party responsible for repairing a broken window in the library.

ii. The Book drop should be under construction sometime within the upcoming week.

b. Finance/Funding

i. Senator Patricia Helming has expressed an interest in assisting the library in receiving additional funding.

c. Policy/Personnel

None

d. Public Relations

i. On June 28, the 28th Summer Reading will begin with a family design activity involving sidewalk paint to be held in the amphitheater.

e. Unfinished Business

i. Increase the number of Library hours to open at 9:00 AM Monday, Wednesday and Friday. Motion by Dave; Lee, second; All in Favor.

f. New Business

None

Meeting adjourned at 7:04 PM

Next meeting: July 12, 2021 (in person at Library) @6:30 PM

Phelps Board of Trustees July 12, 2021

Roll Call:

Dave Benz, Lee Coryell, Kevin Kelly, Nick Rich,
Holly Rich, Director Daniel Bish Breeyn Bengston (absent)

Public participation: None

The meeting was called to order at 6:30 pm.

Adoption of Agenda: Approved. Lee, motion; Nick, second; All in favor

1. Approval of Minutes, July 12, 2021

Motion by Nick; Lee, second; All in favor

2. Approval of Finances:

- a. Treasurer Breeyn stated that the finances are in order.
- b. Approved. Nick, motion; Kevin, second; All in favor.

3. Director's Report

Dan shared that we may need to purchase masks for the library (10-15/week) since the PCC is not mandating mask usage. The Library will continue to do so in deference to participants of the Headstart Program. Dan will check whether we can place a sign on the front door stating that the Library still requires masks. 56% of persons in Ontario County eligible to receive the COVID vaccine have received both doses of the vaccine.

Summer hours and Summer Reading Programs have begun. Stephanie Cheney has done a wonderfully creative job implementing the activities.

All programming will be scheduled at full operation. Notice of this will be broadcast thru social media outlets, (Library website, PLS website), the Geneva Pennysaver, Library Television, and in-house sign-up.

Dan outlined a proposal to repurpose available space within the Community Center to begin work on an existing expansion plan He suggested that the project be completed in stages to improve the library's chances to receive grant funding. The construction would be completed in steps designed to minimize any disruptions to library services.

Standing Committee Reports

- a. Building/Technology
 - i. A Building Committee Meeting to discuss ideas for library expansion is scheduled for Wednesday, July 14, @ 6:30.
 - ii. The Book drop project has been postponed for a few weeks due to prior commitments.
- b. Finance/Funding
None
- c. Policy/Personnel
None
- d. Public Relations
None
- e. Unfinished Business
None

f. New Business

None

Meeting adjourned at 7:02 PM

Next meeting: August 9, 2021 (in person at Library) @6:30 PM

Phelps Board of Trustees August 9, 2021

Roll Call:

Lee Coryell, Kevin Kelly, Nick Rich, Breeyn Bengston-Schoonerman, Holly Rich, David Benz (absent), Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm

Adoption of Agenda: Approved. Nick, motion; Kevin, second; All in favor.

1. Approval of Minutes, July 12, 2021

- a. Nick, motion; Kevin, second; All in favor.

2. Approval of Finances:

- a. Treasurer Breeyn stated that the finances are in order.
- b. Approved. Nick, motion; Kevin, second; All in favor.

3. Director's Report

Dan shared that due to the spread of the Delta variant, CDC recommends that masking indoors should resume regardless of vaccination status.

Dan spoke to Janie from the Community Center, who confirmed that the rooms temporarily allocated to the ARC would be available to the Library. He contacted Ron from PLS to discuss having formal plans drawn up for eventual Village and grant application approval.

The Drop Box should be completed and installed on the 25th of this month.

The summer Reading Program was deemed very successful this year.

4. Standing Committee Reports

a. Building/Technology

The Building and Technology Committee met and discussed future library expansion plans

b. Finance/Funding

None

c. Policy/Personnel

i. An "Airborne Disease Exposure Prevention Plan" as mandated by the NY Hero Act was added to the Library policies.

d. Public Relations

i. Phelps Community Center has shared that their Saturday hours may be re-instituted for the Fall.

ii. Dan will pursue sources of outside funding in order for the Library to collaborate with the Ontario Pathways to create a Story walk.

iii. A Book Club for teens is in the works, along with planning for a story night for children.

e. Unfinished Business

None

f. New Business

Addition of calendar with upcoming events will be instituted on Library website and social media.

Meeting adjourned at 7:02 pm.

Next meeting September 13, 2021

Phelps Board of Trustees September 13, 2021

Roll Call :

Dave Benz, Lee Coryell (absent), Kevin Kelly, Nick Rich, Breeyn Bengston, Holly Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm.

Adoption of Agenda: Approved. Nick, motion; Bree, second; All in favor

1. Approval of Minutes, August 9, 2021

by Bree; Nick, second; All in favor

2. Approval of Finances:

a. Treasurer Breeyn stated that the finances are in order.

b. Approved. Holly, motion; Nick, second; All in favor.

3. Director's Report

Dan shared that 500 children participated in the Summer Reading Program.

Attendees from Headstart and Phelps Community Center's Early Learning Program are slated to attend the weekly Fall Story Hour. In addition, a STEM based evening family story time is being scheduled.

A teen program based on Dungeons and Dragons will be led by Dan every other Thursday.

Dan discussed next year's school levy with Phil Trautman, Director of Clifton Springs Library.

The Phelps Community Center (PCC) is now considered under the New York State "Airborne Disease Exposure Prevention Plan"

Discussions with the PCC are underway to establish the rate per square footage of the proposed addition.

4. Standing Committee Reports

a. Building/Technology

i. Addition measurements are needed prior to installation of the new Book Drop. It is expected that the project will soon be completed.

b. Finance/Funding

i. A request for a small increase in funding for the upcoming year was submitted to the Town of Phelps.

c. Policy/Personnel

None

d. Public Relations

i. We are beginning Saturday hours. (9am -1pm)

e. Unfinished Business

None

f. New Business

i. Approval of adoption of a plan for NY State "Airborne Disease Exposure Prevention." Dave, motion; Nick, second; All in favor.

Meeting adjourned at 7:15 pm.

Next meeting October 11, 2021 in the Library

Phelps Board of Trustees October 11, 2021

Roll Call :

Dave Benz, Lee Coryell, Kevin Kelly, Breeyn Bengston,
Holly Rich, Nick Rich (absent), Director Daniel Bish

Public participation: None

Meeting called to order at 6:30 pm.

Adoption of Agenda: Approved. Lee, motion; Bree, second; All in favor

1. Approval of Minutes, September 13, 2021

by Bree; Kevin, second; All in favor

2. Approval of Finances:

Will be tabled till the next month's meeting

3. Director's Report

Dan reported that although recent numbers of new COVID cases in Ontario County have declined, the Monroe County numbers have increased slightly. As a result, the library staff will continue to closely monitor COVID cases as they prepare for the upcoming holiday events.

The Zimbia system suffered a security lapse affecting email accounts of library staff (Not patrons.

4. Standing Committee Reports

a. Building/Technology

i. Addition measurements made by Kevin and Dan demonstrated a significant discrepancy in the square footage measurements for the proposed renovations. This necessitated a change in the new lease agreement for the upcoming year. Motion was made to accept the new specifications for square footage. Approved Holly, motion; Lee, second; All in favor.

b. Finance/Funding

i. A request for a small increase in the school tax levy (5%) was discussed for the upcoming year .

ii. Board President Dave Benz will meet with John McCarthy to discuss Ameritrade funding.

c. Policy/Personnel

i. Currently one Board member vacancy exists.

d. Public Relations

i. The PCC will host their annual Fall Festival activities to be held this Saturday October 16, 2021. The Library will be open from 10-2

e. Unfinished Business

Talking points included the lease proposal and the upcoming renovation plans.

f. New Business

i. Dan is seeking ideas regarding graphics, designs and various costs for the Annual Appeal materials.

Meeting adjourned at 7:07 pm.

**Next meeting November 8, 2021 in the
Library**

Phelps Board of Trustees November 8, 2021

Roll Call :

Dave Benz, Lee Coryell, Kevin Kelly, Breeyn Bengston,
Holly Rich, Nick Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:37 pm.

Adoption of Agenda: Approved. Nick, motion; Lee, second; All in favor

1. Approval of Minutes: October 11, 2021

by Lee; Bree, second; All in favor (abstained, Nick)

2. Approval of Finances:

October 2021 Approved. Nick, motion; Lee, second; All in favor

November 2021 Approved. Holly, motion; Dave, second; All in favor

3. Director's Report

Dan reported that recent numbers of new COVID cases in Ontario County have doubled, with the Monroe County numbers also continuing to increase. Careful attention will be paid over the Thanksgiving holidays in order to closely monitor COVID cases as staff prepares to develop upcoming holiday events.

4. Standing Committee Reports

a. Building/Technology

i. Matt from PLS met with Dan Bish to discuss Library and computer security improvements for the upcoming year. During the visit, he shared that all our computers will be shifted to the Linux open source operating system. Dan relayed the need for a new circulation desk computer. a Matt reviewed the PLS library system policies regarding mask usage.

ii. The Village will replace windows on the east side of the building including room 207 and two rooms that the library will be occupying.

iii. A response from the Phelps Village Code Enforcement Officer, Jim Murphy, regarding the viability of a wheelchair ramp to be used with the proposed door installation should be received later this week.

b. Finance/Funding

i. John McCarthy from Ameritrade will attend the December 2021 board meeting .

ii. Two companies have provided architectural drawing plans for the library's proposed expansion, The Board expects to vote on the expansion project next month pending an agreed upon revised lease that includes the additional space needed to proceed,

c. Policy/Personnel

N/A

d. Public Relations

i. The Village will not host a Christmas holiday event inside at the PCC this year due to COVID. Therefore, the Library will not have Santa as in the past.

ii. Dan will work with Stephanie to develop early December programming.

e. Unfinished Business

favor.
All in favor.

- i. Airborne Disease Prevention Plan Approved Dave, motion; Nick, second; All in
- ii. Override Tax Cap (5% increase in levy) Approved Holly, motion; Lee, second:

f. New Business

- i. Dan Bish's contract - The Financial Committee will meet regarding this

Meeting adjourned at 7:07 pm. Next meeting December 13, 2021 in the Library

Phelps Board of Trustees December 13, 2021

Roll Call :

Dave Benz, Lee Coryell, Kevin Kelly, Breeyn Bengston,
Holly Rich, Nick Rich, Director Daniel Bish

Public participation: None

Meeting called to order at 6:34 pm.

Presentation by John McCarthy, Manager of the Ameritrade Account

Mr. McCarthy provided an annual account update. The current account value stands at \$417,563. Asset allocations are equally split at 50% stocks and 50% bonds and cash. For the past several years, market performance has been relatively good and the account has posted a 7.15% gain since March of 2015 and a year to date gain of 11%. The Federal Reserve's response to recent sharp increases in the rate of inflation is of concern. The Fed's plans to raise the interest rates and scale back on it's aggressive bond buying back actions may impact market performance. No changes to the account's asset allocations are currently proposed and the goal is to continue a growth strategy. However, the fund manager cautions that the 50/50 split on asset allocation may need to be reconsidered in the future.

Adoption of Agenda: Approved. Kevin, motion; Lee, second; All in favor

1. Approval of Minutes: November 8, 2021

by Lee; Nick, second; All in favor

2. Approval of Finances:

Tabled until the January 10, 2022 meeting

3. Director's Report

Dan reported that incidences of new COVID cases in Ontario County and the surrounding counties have continued to rapidly increase and bear watching over the Christmas holiday season. The NY State Governor has mandated usage of masks regardless, of vaccination status until January 15, 2022.

While the Village has been supportive of the majority of renovations plans, it has rejected the request for the a second entrance on the west side of the building citing safety and snow removal concerns.

4. Standing Committee Reports

a. Building/Technology

i. Dan will request quotes from the two firms that provided architectural drawing plans for the renovation/ expansion project.

ii. The Village Board is open to the further discussion of alternatives to the west entrance

b. Finance/Funding

i. After a discussion, the 2022 Budget was approved. Dave; Bree,second; All in favor.

ii. The Ameritrade check has been received.

c. Policy/Personnel

i A staff harassment complaint was received and steps were taken to insure employee's safety and comfort.

ii. The Policy/Personnel Committee will meet to review any updates necessary to

the formal policy.

d. Public Relations

i. Possible fundraising opportunity with the Local Palate was discussed and will be considered in Spring 2022.

ii. STEAM in-house programming hopefully can fully resume 1/17/2022.

ii. Due to poor attendance, the Saturday hours will cease for the foreseeable future.

e. Unfinished Business

i. Due to the constant delays in the completion of the drop box project, Dan will look into alternate businesses for the graphic design.

ii. The Financial Committee met regarding Dan Bish's contract.

f. New Business

Performance review of Library Director to be completed by Board of Trustee members.

Meeting adjourned at 7:17 pm.

Next meeting January 10, 2022 in the Library