

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
DECEMBER 8, 2021**

PRESENT

Tracy Castleberry, Paul Seidel, Lori Lusk, Chris Hall, Mary Doyle, Radhika Ramesh

ALSO PRESENT

Amanda Madigan, Pam Burch, Mary Devine

PUBLIC ATTENDEE

None

Board President Tracy Castleberry called the meeting to order at 6:03 PM.

ABSTRACTS

- **Mary Doyle moved to approve the November abstract for \$32,620.15. Chris Hall seconded the motion which carried.**

MINUTES

- **Mary Doyle motioned for approval of the November 10, 2021 minutes. Chris Hall seconded the motion which was approved.**

FRIENDS LIAISON REPORT

- Pam Burch thank the Volunteer Recognition Committee and trustees on behalf of all the Friends for the appreciation notes and gifts.
- Pam reported the November book sale sold 121 boxes of books and raised \$4100. The Candlelight Night sale raised \$1500.
- Regular mini sales will resume in late winter or early spring 2022.

HIGH SCHOOL LIAISON REPORT

- Mary Devine reported for Sutherland library. Spanish and Chinese language books are being added to the library catalog and a location for the collection has been selected. The 20-in-4 (for MORE) reading program continues. Participation in Government (PIG) projects have started.

LIBRARY DIRECTOR REPORT

- Amanda Madigan thanked the Volunteer Recognition Committee and trustees for the appreciation card and cookies distributed to library staff.
- The open part-time clerk position has been filled.
- The new online reservation system for study rooms was demonstrated and discussed. It has been enthusiastically received.

- The Town Supervisor has approved early closures for town facilities on New Year's Eve. The Library and Community Center close at 3pm Friday, December 31, 2021. Town Hall will close at noon.
- Candlelight Night was busy and library events were successful. 400 craft kits were distributed and the choir performance was well attended.
- Magazines have been added to the Overdrive e-materials collection. Access and use were demonstrated. The collection was added on December 1 and has already circulated over 200 items this week.

NEW BUSINESS

- The Room Use Policy was discussed. **Chris Hall moved to approve the policy with discussed revisions and Radhika Ramesh seconded. The motion carried.**

ONGOING BUSINESS

- Tracy Castleberry gave the final report of the Volunteer Recognition Committee. Postcards and gifts were distributed to library volunteers and personalized cookies to library staff. Tracy thanked the committee for its creative work planning the gift.
- **Mary Doyle moved to nominate the following officers for 2022:**
President – Radhika Ramesh
Vice President – Tracy Castleberry
Secretary – Lori Lusk
Finance Officer – Chris Hall
Paul Seidel seconded the motion and the officers for 2022 were approved.
- The status of the 2021 library budget was discussed.

Tracy Castleberry called for adjournment at 7:23 pm.

Respectfully Submitted,
 Lori O'Connor
 Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY