

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
JANUARY 13, 2021**

PRESENT

Farrah Ritter, Chris Hall, Mary Doyle, Michael Labombarda, Tracy Castleberry, Paul Seidel, Lori Lusk

ALSO PRESENT

Kate Bohne Munzinger, Ethan Minnella, Amanda Madigan, Pam Burch

PUBLIC ATTENDEES

No public attendees

ABSTRACTS

Mary Doyle moved to submit the January Accounts Payable Listing of \$ 6,392.17 for Town Board Approval. Michael Labombarda seconded the motion. Motion carried.

Board President Tracy Castleberry called the meeting to order at 7 PM. She reminded the trustees to sign and return the Conflict of Interest Policy Statement.

MINUTES

- **Paul Seidel motioned for approval of the December 9, 2020 minutes. Mary Doyle seconded and the motion was approved.**

FRIENDS LIAISON REPORT

- Pam Burch reported that Friends are busy organizing books for mini-sales scheduled to restart in March.
- Hall sales will continue with themed offerings. See pittsfordlibraryfriends.com for the full list and schedule.
- Friends are researching the options for accepting monetary donations to supplement book sale fund raising during the pandemic.

HIGH SCHOOL LIAISON REPORT

- Ethan Minnella reported that regents and midterm examinations have been canceled. ACTs are on the calendar for February 6th and students preparing will be utilizing library study spaces.
- Pittsford Sutherland Librarian Brian Regan continues working with senior class members as they research and prepare inquiry projects for presentation.
- The library's media bias program has debuted.
- High school library paraprofessionals have been reassigned to assist at elementary school libraries that have reopened.

TOWN BOARD LIAISON REPORT

- Kate Bohne Munzinger reported on the opt-in Community Solar Program. Details are available online at townofpittsford.org/community-solar-pittsford.
- Town zoning updates are scheduled this year.

LIBRARY DIRECTOR REPORT

- Amanda Madigan announced the successful closing of the Town of Pittsford 2020 budget. She expressed appreciation to staff who worked diligently to meet the conservative spending guidelines.
- Starting on Saturday, January 16th the library will increase hours of operation. Currently open from 10am until 1pm Saturday hours will be extended to 4pm.
- A letter from the Greece Public Library's Board of Trustees President to the MCLS Board of Trustees President with member library boards/directors cc'd was distributed.
- Digital documents for 2021 have been distributed. Trustees will be contacted when print document folders are ready for pickup.
- Staff raises were effective as of the first of the year.
- At the February 10th board meeting Monroe County Library System Associate Director Adam Traub will present a trustee orientation and Q&A. Discussion topics planned:
 - What is MCLS?
 - Library State Aid
 - Duties of Library Trustees and Library Directors
 - New York State's Checklist for effective trustees
 - Plan of Service
 - Intellectual Freedom, Censorship & Privacy
 - Trustee Resources
 - Advocacy
- New York Library Association's Advocacy day will be held virtually this year. 2021 event details are coming soon. Discussion regarding reductions to state aide in 2020 will be on the agenda and requests for reinstatement of prior funding levels are planned.
- The special project for redesign of the Children's Loft with University of Rochester Capstone students will resume soon.
- **A Foundation funding request for \$26,988 was submitted as follows:**
 - **Volunteer Recognition** \$ 650
 - **Programming** 13,100
 - **Overdrive** 5,500
 - **Staff Training and Meeting Supplies** 750
 - **Value Line** 3,100
 - **Mango Database** 2,888
 - **Logo Marketing Materials** 1,000

Chris Hall moved to approve the request and Michael Labombarda seconded. Motion carried.

- **The library's proposed Holiday Schedule for 2021 was distributed. Farrah Ritter motioned for approval of the schedule as written and Chris Hall seconded. The motion was approved.**
- Amanda shared a preview of the teaser and introduction for the library podcast "Your Friendly Neighborhood Librarians".

NEW BUSINESS

- **Resolved that:**
 - 1) The Petty Cash Fund be established for 2021 in the amount of \$ 500 and the designated custodian is Library Director Amanda Madigan;**
 - 2) The Director and Assistant Director of the library are authorized to approve payment vouchers;**
 - 3) The mileage reimbursement rate effective January 1, 2021 is 56 cents per mile**

Mary Doyle motioned for approval of the 2021 resolution. Seconded by Farrah Ritter and carried.
- Special committees named for 2021:
 - The Long Range Plan Committee Chair is Tracy Castleberry with members Lori Lusk and Radhika Ramesh.
 - The Policy Review Committee Chair is Mary Doyle with members Paul Seidel and Chris Hall.
 - The Volunteer Recognition Committee co-chairs are Tracy Castleberry, Farrah Ritter and Chris Hall.
- The 2021 Town of Pittsford Budget was discussed. A request is in process for the furniture replacement project.

Board President Tracy Castleberry called for dismissal. With no further business the meeting adjourned at 8:06 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY