

**PITTSFORD COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
MARCH 11, 2020**

**PRESENT**

Farrah Ritter, Chris Hall, Michael Labombarda, Paul Seidel, Mary Doyle, Radhika Ramesh

**ALSO PRESENT**

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

**ABSTRACTS SIGNED**

\$ 10,188.21

**MINUTES**

**Radhika Ramesh moved to approve the minutes of the February 12, 2020 meeting. Paul Seidel seconded the motion which carried with one abstention.**

Board Vice President Michael Labombarda called the meeting to order at 7:00 PM.

**FRIENDS LIAISON REPORT**

- Pam Burch reported on the successful President's Week Sale.
- New bookcases for hall sales are being installed this spring.
- Options are being considered for the Semi Annual Spring Book Sale to comply with the March 1<sup>st</sup> plastic bag ban.
- Friends are staying up to date with coronavirus recommendations.

**HIGH SCHOOL LIAISON REPORT**

- Ethan Minnella reported that Pittsford Sutherland Librarian Brian Regan plans to attend a library board meeting later this spring to report on the district's Library Diversity Audit.
- The 20-in-4 (for MORE) reading program continues and participation is growing.
- Students will be visiting the library to work on Global 9 research projects.
- Schools are also staying informed about COVID-19.

**TOWN LIAISON REPORT**

- Kate Bohne Munzinger is working with Town Council Member Stephanie Townsend on events commemorating the centennial of the Nineteenth Amendment.
- The town's spring cleanup is well underway as are new recreation programs.
- Residents interested in establishing refuse districts can contact Renee McQuillen at the Department of Public Works.

- Town Supervisor Bill Smith has ongoing communications with Monroe County regarding COVID-19 pandemic information and response plans.

#### **LIBRARY DIRECTOR REPORT**

- Amanda Madigan announced the retirement of Adult Services Librarian Mary Kopczynski. A gathering honoring her service is planned for March 27<sup>th</sup>. Trustees and liaisons are welcome to attend.
- Staff changes were announced.
- **A motion was requested to transfer \$4,000 from equipment rental account 4001 to office equipment account 2002. Mary Doyle moved to approve the transfer and Radhika Ramesh seconded the motion which carried.**
- The New York State Annual Report for Public and Association Libraries was discussed. **Paul Seidel motioned for submission of the New York State Annual Report to Monroe County Library System pending receipt of audited financials. Radhika Ramesh seconded the motion which was approved.**
- Monroe County Library System and Town of Pittsford are providing guidance on coronavirus procedures and regulations.
- **The Annual Report of 2019 operations was presented. Mary Doyle moved to approve the report. Chris Hill seconded the motion. The motion was carried.**

#### **NEW BUSINESS**

- Radhika gave the Annual Foundation Report. Foundation accounts are reacting to market fluctuations and the formula for giving has been adjusted accordingly.
- **Radhika Ramesh motioned for approval of the 2020 Foundation Board. Mary Doyle seconded and motion carried.**

#### **STAFF SHADOWING REPORT**

- Mary Doyle shared comments about her staff shadowing experience. She was pleased to have the opportunity to experience the library and meet staff in a one on one setting.

Michael Labombarda called for meeting adjournment at 8:01 pm.

Respectfully Submitted,  
Lori O'Connor  
Library Clerk

**OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY**