

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 9, 2020**

PRESENT

Tracy Castleberry, Paul Seidel, Mary Doyle, Michael Labombarda, Radhika Ramesh, Chris Hall

ALSO PRESENT

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

ATTENDANCE

John Sussman

Board President Tracy Castleberry called the remote meeting to order at 7 PM.

ABSTRACT

\$ 9,745.60 Michael Labombarda moved to approve the September abstract. Radhika Ramesh seconded the motion which carried.

MINUTES

Paul Seidel motioned for approval of the August 12, 2020 minutes. Michael Labombarda seconded and the motion was approved.

FRIENDS LIAISON REPORT

- Pam Burch reported that Woods funds are available to distribute for nonfiction materials.
- Donations and hall sale revenues are showing positive signs and returning to levels prior to closings.
- The Friends have secured offsite storage to assist with high volume donations.
- Friends are working with Amanda to plan minimal contact mini-sales this year starting later this month.
- See <http://pittsfordlibraryfriends.com/> for updates.

HIGH SCHOOL LIAISON REPORT

- Ethan reported that the Sutherland library is offering curbside pickup and homeroom delivery service for students requesting materials on the website.

TOWN LIAISON REPORT

- Kate Bohne Munzinger announced that in person meetings have resumed. Residents will be able to continue to send comments by email.
- The Centennial Celebration of the 19th Amendment was successful and a great turnout was reported.

- The Recreation Department finished summer camp programming which was well received. This fall virtual offerings will continue.

PUBLIC COMMENT

- John Sussman commended the library and staff for continued service and offerings.

LIBRARY DIRECTOR REPORT

- Amanda Madigan discussed current staffing levels.
- Circulation continues to increase and staff efforts ensure steady improvement. Supervisor Rachel Pazda is commended for her commitment and efforts leading the department.
- While anticipating reduced revenues the library is monitoring all purchases with extra care.
- Copying, printing, and scanning services were made available along with access to public computers with limitations per COVID guidelines. Some seating for patrons will be available soon. Masks are required and time is limited. Hand sanitizer and wipes are available and building maintenance staff are available and continue to wipe surfaces after patron use.
- Updates to the Internet Safety Policy were discussed.
- Material quarantine protocols will be updated.
- MCLS Cost Share models were presented.

NEW BUSINESS

- Trustee and Director Goals for 2021 were discussed.

ONGOING BUSINESS

- A status review of the 2020 budget was presented.
- Recruitment Committee Chair Mary Doyle along with Michael Labombarda and Farrah Ritter have five candidates to date and efforts will gear up this fall.
- **Director Amanda Madigan presented the new procedure for the Conflict of Interest policy. Chris Hall moved to approve and Michael Labombarda seconded the motion which carried.**

Board President Tracy Castleberry called for the meeting to adjourn at 8:39 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY