

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
JANUARY 12, 2022**

PRESENT

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

ALSO PRESENT

Amanda Madigan, Kim Taylor, Pam Burch, Mary Devine

PUBLIC ATTENDEE

Two members of the public attended

Board President Radhika Ramesh called the meeting to order at 6:04 PM. Radhika welcomed Kim Taylor as this year's Town Board Liaison.

ABSTRACT

- **Tracy Castleberry moved to approve the January abstract for \$3,499.71. Chris Hall seconded the motion, which carried.**

MINUTES

- **Paul Seidel motioned for approval of the December minutes. Tracy Castleberry seconded the motion that was approved.**

FRIENDS LIAISON REPORT

- Pam Burch reported that the next sale is scheduled for March. The board did not meet in January.
- Membership forms are now available at the website pittsfordlibraryfriends.com.

HIGH SCHOOL LIAISON REPORT

- Mary Devine reported for Sutherland library. Participation in Government classes finished up and will return next semester.
- Some after school activities were canceled due to transportation issues.

TOWN LIAISON REPORT

- Kim Taylor reported on Town Board's January organizational meeting.
- Discussed the recently passed State law that offers First Responders a 10% reduction of their assessment value in the form of a Tax Credit.

LIBRARY DIRECTOR REPORT

- Amanda Madigan thanked the board for their prompt response and approval of the final 2021 abstract by email vote on December 23, 2021.
- Amanda announced that Mrs. Jeanne Steinbrenner, Children's Services Librarian is retiring at the end of February. Recruitment for the open position will begin as soon as possible.
- A 4% cost of living pay increase was approved for staff.
- The Trustee Handbook Club dates for 2022 have been scheduled. This will be a key resource for trainings this year and trustees are encouraged to sign up.
- 2022 Conflict of Interest forms have been distributed. Please complete and return by the February meeting.

- Invitations for Microsoft Teams were emailed and a brief demonstration presented. Please contact Amanda or Lori with questions.
- The 2022 Trustee and Staff Shadowing Project is being scheduled. The sign-up sheet is located on Teams in the January 12 file.
- Please see the MCLS Advocacy document for 2022 available on Teams. Advocacy Day should be scheduled soon.
- **Amanda requested a motion to dispose of the following fixed assets:**
013179 Stool
013280 Study Carrel
013294 Reading Table
015399, 015402, 015403, 015404, 015406, 015407, 015410, 015417, 015418, 015422, 015424, 015425, 015426 Side Chairs
015717, 015723 Computer Task Chairs
015780, 015781, 015788, 015789 Trash Receptacles
Radhika Ramesh moved to approve the fixed asset removals. Lori Lusk seconded the motion, which carried.
- **Tracy Castleberry moved to approve the attendance for two staff at the Annual American Library Association Conference and Exhibition scheduled for June 22-27, 2022 in Washington, DC. Paul Seidel seconded and the motion was approved.**
- Amanda presented the proposal request for funding from the American Rescue Plan Act (ARPA) to pilot a fine elimination program for youth materials.

NEW BUSINESS

- **Resolved that:**
 - 1) **The Petty Cash Fund be established for 2022 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, 2022 is 58.5 cents per mile****Farrah Ritter motioned for approval of the 2022 resolution. Seconded by Lori Lusk and carried.**
- Special committees named for 2022:
The Long Range Plan Committee Chair is Radhika Ramesh with members Tracy Castleberry and Paul Seidel.
The Policy Review Committee Chair is Mary Doyle with members Paul Seidel and Chris Hall.
The Volunteer Recognition Committee Chair is Chris Hall with members Farrah Ritter and Lori Lusk.
- The 2022 Town of Pittsford Budget was discussed.

With no objections, Board President Radhika Ramesh adjourned the meeting at 7:33 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY