

Regular Meeting of

The Sanborn-Pekin Free Library Association

Date: August 12, 2020

Called to Order: 5:58 pm

Members Present: Judy Kirkpatrick, Ann Rensel , Linda Deeks, Janet Schurr, Mike Fland and Renée Roess. Denise Fland, absent and excused.

Minutes of Last Meeting: Read by Renée and accepted
1st by Janet and 2nd by Mike.

Treasurer's Report: Resignation of Dave Schmidt.
Accepted by Mike and Renée.

Librarian's Report:

- book circulation is down
- used all materials for summer reading program (\$400)
- program on FaceBook...
- Flamingos-books, toys, brag tags - 70 children participated for 8 weeks
- adult gift baskets to welcome them back
- virtual director's meetings every 3 weeks
- NYLA webinars virtual. Motion to allow Linda to attend, 1st by Judy, 2nd by Janet. Motion passed.
- Tom-NIOGA 22-25% cut coming (Jan-Dec)-LLSA- \$1200 -> cut by 25% next year
- HOOPLA- no cost to Sanborn through Overdrive this year. Will need to pay as of 1/1/21.
- Next 4 months, \$70,000 deficit for this year, expect worse for next year
- Contact legislators
- Sept 14, re-opening - computers moved, Motion to accept new hours (MWF 12-6 pm, T TH 2-6pm) and librarian's report : 1st by Janet, 2nd by Mike. Motion passed.

Old Business:

- NIOGA Free Access Plan (On hold)
- Website development/maintenance- fine; will be billed here; authorization ok

- painting iron railing in front of building and painting circulation book area
- Still parking in front of library but better. Continue to monitor, letters to violators.
- Theft of Newspapers: Union-Sun: Tues- Sat; Niagara Gazette - better
- Need to schedule an evening to audit the finances- ,wait for a NU student
- Libraries may potentially see an influx of patrons- stop-gap

New Business:

-Budget for 2021: (see attached) Motion to accept proposed budget: 1st by Judy, 2nd by Janet. Motion passed.

Policies:

- Open Meeting Policy: on FaceBook and on board 2 weeks prior to meeting
- Disaster Plan: Epidemic/Pandemic Evolving
- By-laws
- Computer and Internet Use Policy: shut down 15 min before closing
- Conflict of Interest Policy- OKAY
- Smoking/Vaping Policy- OKAY
- Whistle-Blower Policy- OKAY
- Code of Ethics Policy - OKAY
- Code of Conduct Policy- Their children
- Need fireproof file
- Linda to write letters to Towns of Lewiston, Cambria and Wheatfield, etc, Ann to sign
- Motion to approve a laptop computer and printer, tech soup and word/office/excel of less than \$1000 1st by Mike, 2nd by Janet. Motion passed.

FOR DISCUSSION NEXT MEETING

- Collection Policy
- Disaster Plan
- Collection Policy
- Employee Handbook
- Financial Policy
- Plan of Service/Long Range Plan

Next Meeting: Wednesday, November 11th at 6 pm

Adjourned: 7:58 pm

Respectfully submitted: Renée Roess, Secretary