

*Attendance:* Katleen Dethier, Jessica Doktor, Julie Hengenius, Angela Knisley, Kristie Miller and Margaret Stevens  
*Others:* Diana Reding, Library Director

1. *Call to Order:* Kristie called the meeting to order at 6:45 PM, followed by the Pledge of Allegiance.
2. *Adoption of Agenda:* Jessica moved to approve the agenda; Julie seconded and it carried with all in favor.
3. *Approval of October 2019 Meeting Minutes* – Julie moved to approve the minutes; Katleen seconded the motion and it carried with all in favor.
4. *Period of Public Expression:* No one from the public attended.
5. *Correspondence:* None to report.
6. *Treasurer/Financial Officer's Report* (submitted under separate cover).

The financial reports for January through September 2019 were reviewed. **Motion:** To approve the September 2019 Treasurer's report. The motion was made by Margaret and seconded by Angela. It carried with all in favor.

a. Approval of bills. **Motion:** To approve the payment of bills for October 2019. Julie made the motion and Margaret seconded it. It carried with all in favor.

7. *Director's Report:* (submitted separately): Diana reviewed her report which included Financial, Building/Grounds/Equipment, and Personnel (applicants update) information.

8. *Committee Reports:*

a. *Building and Maintenance:* The Board will be voting soon on the awning installation; the Village is aware of poor lighting on Maple Ave; the Library has arranged for a motion sensor light to be installed in the front of the building; solar lights for the grounds are being considered. Outdoor maintenance tasks continue to be reviewed with several options to consider. Jessica secured a locking metal file cabinet for the Library.

b. *Personnel:* The Personnel Committee needs to meet before the December Board meeting to prepare Diana's annual review. Interview's are being held for the clerk's position. Meghan Stingham has been chosen for the substitute position. The possibility of having background checks for new employees was discussed with Diana seeking more information about this at the NIOGA meeting on 11/20/19.

**Motion:** To hire Megan Stringham for the substitute position pending finding of background check. The motion was made by Jessica and seconded by Julie. It carried with all in favor.

c. *Budget and Finance:* nothing to report

9. *Old Business:*

a. Rechartering update: The Library received the official Corfu Public Library Approval Letter and Certificate of Registration from NYS. The bank is aware of the name change and fiscal year information.

10. *New Business:* None

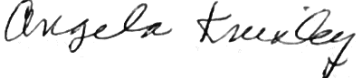
11. Other Business: None

Next Board Meetings: December 16, 2019

12. *Adjournment:* The meeting adjourned at 7:30 PM with a motion by Margaret; seconded by Jessica and approval by all.

Respectfully Submitted,

Angela Knisley, Secretary



Attendance: Katleen Dethier, Jessica Doktor, Julie Hengenius, Angela Knisley, Tony Kutter, Kristie Miller

Others: Diana Reding, Library Director

### Supplemental Meeting

The meeting was called to order at 5:03 PM.

1. **Motion:** To hire Sterling Tent of Corfu NY to install an aluminum awning over the Library's back door at a cost of \$825.00. The motion was made by Tony and seconded by Jessica. It carried with all in favor.
2. Following Diana's attendance at a NIOGA in-service, the Board was given additional information about background checks for hiring of new Library staff. Background check policies need further review and consideration before any policy is put into place by the Library. The Personnel Committee will review/check on policies that are in place for other libraries.
3. Railing for back door step. Angela and Diana will obtain quotes for this.
4. **Motion:** To hire Kathy Myers for the part-time Library clerk position. The Motion was made by Angela and seconded by Julie. It carried with all in favor.
5. The Board discussed a safety issue that occurred in front of the Library on 11/21/19 following book club (around 8:30 PM). The green area between the sidewalk and street where the tree had been removed and Monroe Water recently did work had become a slippery mudhole causing a patron to have great difficulty managing getting to her car. She needed assist to safely move from this spot. The Village was notified early the next morning and blocked off the area. The Board discussed long-term solutions to the problem: increased lighting on the front of the Library, meet with the Village about possibility of parking changes i.e. a handicapped parking spot in front of the Library. The Library Board will send a representative to an upcoming Village Board meeting to discuss these issues.
6. The Board will contact the Village to determine which future Library projects will require a Building permit.
7. The Meeting adjourned at 5:47 PM with a motion by Jessica, seconded by Kristie and approved by all.

Respectfully submitted,

Angela Knisley, Secretary

