

Annual Re-organizational Meeting

Attendance: Jessica Doktor, Julie Hengenius, Angela Knisley, Jason Long, Kristie Miller, Patrick Weissend

Others: Diana Reding, Library Director, Tom Bindeman and Lisa Erickson from Nioga

Agenda

- 1) **CALL TO ORDER:** Julie called the meeting to order at 6:30 PM
- 2) **ADOPTION OF AGENDA:** Kristie moved to accept the agenda; seconded by Angela and carried with all in favor.
- 3) **SWEARING IN OF TRUSTEES/verification of contact information:** Lisa Erickson administered the oath of office to new Trustee members, Jason Long and Patrick Weissend, and to the Library Director, Diana Reding. Contact information was verified.
- 4) **APPROVAL OF PRIOR MEETING MINUTES:** The minutes for the May 2021 Board Meeting and the June, 2021 Exec. Comm. Meeting were approved as submitted.
- 5) **CORRESPONDENCE:** The Library received an invitation to the Nioga annual dinner.
- 6) **TREASURER/FINANCE OFFICER'S REPORT:** Submitted under separate cover.
Kristie reviewed the information in the reports. There was a discussion about the number of reports that we currently send for the meeting and the computer format used for sending them. The number of reports will remain the same and they will be sent in PDF.
 - a) Monthly Report: **Motion:** To accept the Treasurer's report as submitted: Kristie made the motion. It was seconded by Patrick and carried with all in favor.
 - b) Approval of Bills: **Motion:** To pay the monthly bills as submitted including the invoice from the Treasurer. Kristie made the motion. It was seconded by Jason and carried with all in favor.
- 7) **DIRECTOR'S REPORT:** Submitted under separate cover
Diana reviewed the information on her report which included information on the AUD report, the 990 filing, insurance renewal, the Corfu Farmer's Market, technology issues regarding needing a new modem, and the option of having a protected password for patron wifi. Other items covered were Nioga updates and some miscellaneous information.
- 8) **COMMITTEE REPORTS:**
 - a) Finance Sub-Committee: Met in June and is recommending some policy revisions.
 - b) Personnel Committee: Met virtually for Diana's review.
 - c) Building and Grounds: Will do a walkthrough at August meeting.
- 9) **UNFINISHED BUSINESS:**
 - a) Farmer's Market: Diana reported turn out has been low. The Library participates on the first Monday of each month. We have been asked to hold a Library program on the dates we attend.

b) Reopening Plan Phase 4: The Board discussed the issues involved with this phase.

Motion: The Library will follow Phase 4 of the Covid Safety (Re-opening) Plan with the caveat of encouraging everyone to follow CDC and NYS Covid Guidelines. Jason made the motion. It was seconded by Julie and carried with all in favor.

c) *Policy Revisions:* The following revisions were introduced:

1) The proposition on the ballot says that a trustee's term begins on July 1 so this revision will align with that: *4a. Newly elected members will take office at the July meeting following the May election. AND adding 4d. In the event that no candidates are elected to fulfill a term, the board may appoint a trustee.*

2) Deleting 7a. regarding process for nominations of officers. This activity is covered in sections 5A and 8E of the bylaws- those officers will be elected in July which agrees with the trustee handbook "*Such officers are elected annually by the Board at an annual reorganization meeting and serve for a period of one year.*"

3) Our current policy states that all four members of the executive committee must be present to vote on official business - propose to change to three members. *7f. The officers of the Board shall constitute an Executive Committee which shall act on behalf of and at the direction of the Board between meetings. At least three members of the executive committee must be present to vote on official business. If three officers cannot be present, a substitution by an additional board member will be allowed.*

4) *Revise the agenda items to match what we actually cover:*

8J. The order of business for regular meetings shall include but not be limited to the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

- i. Call to order
- ii. Adoption of agenda
- iii. Approval of prior meeting minutes
- iv. Period of public expression
- v. Correspondence
- vi. Treasurer's report/finance officer's report
- vii. Director's report
- viii. Committee reports
- ix. Old business
- x. New business
- xi. Adjournment

5) *Updating the audit/review schedule, claims/audit process, and fixed asset policy to align with recommendations from Freed Maxick.*

6) The Petty Cash Policy will be deleted. A *Cash-on-Hand Policy* will be established in its place. The Corfu Public Library will maintain Cash-on-Hand, beginning with a balance of \$50, which will be used to make change for cash receipts when collecting fines and fees.

7) *Revising the purchasing policy:* Purchasing/Procurement - Purchases under \$2,000 for which the amount budgeted in the annual budget shall not be exceeded will be made at the discretion of the director. If additional purchases are necessary for which there are not sufficient budget appropriations or, if any individual purchase is over \$2,000, the board must approve expenditures.

8) *Adding a list of authorized check signers:* The following people shall have the authority to sign checks on behalf of the Corfu Public Library: Treasurer, President, Vice President, Finance Officer, Payroll Clerk.

9) The Board decided to establish a Capital Fund. The funds will be transferred at a later date.

Motion: To accept the policy revisions as reviewed by Julie at this meeting. Patrick made the motion. It was seconded by Kristie and carried with all in favor.

i. The CD will be rolled over for another 13-month period.

10) NEW BUSINESS

a) *Swearing in of Trustees:* This was moved to the beginning of the meeting.

b) *Nomination of Officers:* The following slate was established:

President: Julie Hengenius – nominated by Kristie

Vice President: Jessica Doktor-nominated by Julie

Secretary: Angela Knisley- nominated by Kristie

Finance Officer: Kristie Miller-nominated by Julie

Motion: To elect the slate of officers as presented. Patrick made the motion. It was seconded by Jason and carried with all in favor.

c) *Schedule of Board Meetings for the year:* Monday, August 16th Monday, September 20th Monday, October 18th Monday, November 15th Monday, December 20th Monday, January 24th Monday, February 28th Monday, March 21st Monday, April 18th Monday, May 16th Monday, June 20th Monday, July 18th Board meetings are open to the public. Meetings begin at 6:30 pm **Motion:** To accept the CPL Board Meeting schedule as proposed. Kristie made the motion. It was seconded by Jessica and carried with all in favor.

d) *Closing Dates:* For 2021 -July 5, September 6, October 11, November 11, November 25, November 26, December 24, December 31
for 2022 – January 17, February 21, April 15, May 30, July 4. **Motion:** To accept the closing day schedule as proposed. Kristie made the motion. It was seconded by Angela and carried with all in favor.

e) *Review of hours of operation:* The Library will be open for 35 hours per week and working

under Plan 4.0 of the Library's Covid Safety Plan.

f) *Appointment of Standing Committees: Financial:* Kristie, Jason, Patrick and Kim;
Building and Grounds: Jason, Angela, Jessica and Kim; *Personnel:* Patrick, Jessica, Angela and Kristie.

g) *Key Review:* Julie and Diana have keys to the Library building.

h) *Contracts for Theresa Kennedy and Linda:* **Motion: To pay Linda Tucker \$575. per year for payroll services. Kristie made the motion. It was seconded by Patrick and carried with all in favor.** **Motion: To pay Theresa Kennedy \$425. per month for her services as Treasurer. Kristie made the motion. It was seconded by Jason and carried with all in favor.**

11. **ADJOURNMENT:** The meeting closed at 9 PM with a motion from Patrick, second from Jessica with all in favor.

EXECUTIVE SESSION: *Diana's review.*

Julie called the session to order at 9:01 PM

Attendance: Jessica Doktor, Julie Hengenius, Angela Knisley, Jason Long, Kristie Miller, Patrick Weissend

Julie read aloud the proposed review for Diana. This included a description of her many and varied tasks/duties, and her continued excellent work in her role as CPL Director. The Board discussed options for additional compensation. **Motion: To accept Diana Reding's performance review as presented. Kristie made the motion. It was seconded by Patrick and carried with all in favor.**

The session adjourned at 9:15 with a motion from Julie, second by Angela and all in favor.

Respectfully Submitted,

Angela Knisley

