

Attendance: Jessica Doktor, Julie Hengenius, Angela Knisley, Jason Long, Patrick Weissend  
Others: Diana Reding, Library Director

1. *Call to Order*: Julie called the meeting to order at 6:32 PM.

2. *Adoption of Agenda*: Patrick moved to approve the agenda; Angela seconded and it carried with all in favor.

3. *Approval of Prior Meeting's Minutes*: September 2021 minutes approved as submitted.

4. *Period of Public Expression*: No one from the public attended

5. *Correspondence*:

a) Diana received a letter regarding an anonymous, restricted grant being given to area libraries which is being administered through the Friends and Foundation of the Rochester Public Library. **Motion: To authorize the signing of the grant acceptance letter on behalf of the Corfu Public Library. Patrick made the motion. It was seconded by Jason and carried with all in favor.**

b) Kim Harlach submitted a letter of resignation from the Board of Trustees due to her having conflicting family obligations on Library meeting nights. **Motion: To accept Kim's resignation from the Board with thanking her for her service and wishing her well in her future endeavors. Julie made the motion. It was seconded by Angela and carried with all in favor.**

6. *Treasurer/Financial Officer's Report* (submitted under separate cover). Kristie reviewed the reports and communicated through Diana that they looked good.

a. **Motion: To approve the September, 2021 Financial reports as submitted. Patrick made the motion. It was seconded by Julie and carried with all in favor.**

b. **Motion: To approve payment of the September, 2021 bills as submitted. Angela made the motion. It was seconded by Patrick and carried with all in favor.**

c. **Motion: To approve the transfer of \$20,000. to the regular (general) non-payroll checking account. Patrick made the motion and it was seconded by Jessica and carried with all in favor.**

7. *Director's Report*: (submitted separately): Diana's report contained information on the Re-Charter actions, Financial Updates, Trustee Education Requirements, Library programming and the consideration of removing overdue fines for CPL materials.

8. *Committee Reports*:

a. Budget: None

b. Personnel: None

c. *Building and Grounds*:

i. Outdoor Maintenance: Diana will be receiving a quote from Mother Nature for the cleaning of gutters and windows

ii. Library staff survey; B&G improvements: no report for this

iii. Prioritized list of needs/wants: The Board discussed whether to do projects, like the vapor barrier, separately or group the projects together to better attract contractors. Jessica will send the Library a copy of the Village Board zoning laws, and a B &G meeting will be set up via email.

9. *Unfinished Business:*

a. Open House: The event was well attended/received.

c. M&T Bank updates:

i. EIN: The change of number is being worked on.

ii. Updating signers on the account: This was reviewed in the Director's report.

**Motion:** The following are authorized signers for all Corfu Public Library banking accounts: Julie Hengenius, Jessica Doktor, Kristie Miller and Theresa Kennedy. Patrick made the motion. It was seconded by Jason and carried with all in favor.

**Motion:** Add Linda Tucker on to the payroll account ending in #8942. Patrick made the motion. Angela seconded it and it carried with all in favor.

iii. Conflict of Interest Statements: Trustees are signing this.

10. *New Business:*

a. Review of Strategic Plan: (submitted separately) The Board reviewed/discussed the plan. **Motion:** To accept the updated Strategic Plan. Patrick made the motion to accept. It was seconded by Jason and carried with all in favor.

b. Library Fines: The Board discussed the topic which was introduced in the Director's report. The 'pros and cons' of adopting this action were reviewed as well as the scope of what CPL items would be covered.

**Motion:** To eliminate fines on all CPL materials effective October 22, 2021. Fines previously accrued may be forgiven at the request of the patron. The motion continues with action to update and revise the Policy Manual accordingly. Julie made the motion. It was seconded by Jason and it carried with all in favor.

11. The meeting adjourned at 8:28 PM with a motion by Patrick; seconded by Jason and carried with all in favor.

The next Board meeting will be an in-person meeting held at the Corfu Library on November 15, 2021.

Respectfully Submitted,

Angela Knisley, Secretary

