

**CPL Monthly Board of Trustees Meeting** Wednesday, March 15, 2023 at 6:30 pm

**Present: Patrick, Julie, Matthew, Jessica, Jason, Kristie**

**Also Present: Diana Reding, Ann Black, Michael Plitt**

## **Agenda**

1. Call to Order 6:33pm
2. Adoption of agenda - Jessica moved to approve the adoption of the agenda, Patrick seconded the motion, motion passed all in favor.
3. Approval of prior meeting minutes - Accepted as they stand.
4. Period of public expression - None at this time.
5. Correspondence

We received correspondence in regards to the 'super secret grant' awarded through the Rochester Friends of the Library. CPL received our first check and submitted the report. The next installment will be in the amount of \$595. The grant acceptance letter requires a signature..

### 6. Treasurer/Finance Officer's Report

#### a. Monthly report

- Matthew made the motion to approve the January and February treasurers reports, Jessica seconded the motion, motion was passed in favor.

#### b. Approval of bills

- Kristie made the motion to approve payment for the submitted bills, Jason seconded the motion, motion was passed in favor.

### 7. Director's Report - Available under separate cover.

- Action required in the Director's Report: We need to move the May meeting to May 15 because of the NIOGA annual meeting.

Jessica made the motion to move the May meeting to May 15, Julie seconded the motion, the motion passed in favor.

- Addendum: We are getting a free air purifier and covid test kits from Genesee County.
- We discussed the need for security cameras and determined at this point in time, we don't think

we need security cameras.

#### 8. Committee Reports -

a. Budget subcommittee - Nothing at this time.

b. Personnel committee - Nothing at this time.

c. Buildings and Grounds -

- Request for proposal for Architectural services - deadline is tight but is still doable. A list of firms that will receive the RFP is needed.
- We need a rough design for a schematic to give to a contractor for an estimate, then if we get the grant we can retain their services for additional work.
- We need an ALTA survey of the property. Diana will start calling surveyors.
- We need to send a RFP to prequalified contractors to see if they would be interested in submitting
- Jason drafted a schedule for sending out RFPs and reviews of proposals
- Ann's husband will take a look at the list to get an estimate.

d. Policy committee

- 5 year review - The policy committee will meet separately to draft any changes that are necessary.

#### 9. Unfinished Business

a. May budget vote and trustee election

- Passed a resolution to ask for a 2% (\$96,900) in our budget. Matthew made the motion, Jessica seconded the motion, motion passed in favor.
- Passed a resolution for the election of 4 trustees, the 3 highest vote receivers fill the 3 year terms with the fourth highest number of votes shall fill a vacancy for the balance of a term ending in 2025 created by the expiration of the term of former Trustee Angela Knisley. Patrick Weissend made the motion, Jason Long seconded the motion, motion passed in favor.

#### 10. New Business

a. Staffing level discussion - We are looking to fill a fourth library clerk position that would help cover some staffing coverage issues.

11. Adjournment - Motion was made by Matthew to adjourn the meeting at 8:18 pm, seconded by Patrick, motion carried in favor.

