

**Corfu Public Library**

**Board of Trustees Meeting**

**July 20, 2020**

Held at Buttercrumbs Bakery, Corfu, NY

Re-Organization Meeting

**Attendance:** Katleen Dethier, Jessica Doktor, Kim Harlach, Julie Hengenius, Angela Knisley, Kristie Miller, Margaret Stevens

**Others:** Diana Reding, Library Director and NIOGA Guests: Tom Bindeman, Lisa Erickson

### **Agenda**

1. Meeting called to order and at 6:33 PM followed by the Pledge of Allegiance
2. Adoption of agenda: Motion to adopt made by Jessica, seconded by Katleen and carried with all in favor.
3. Approval of prior meeting minutes: Minutes approved as they stand
4. Period of public expression: No one from the public attended.
5. Correspondence: The NIOGA Trustee Ballot was received.
6. Treasurer/Finance Officer's Report (provided under separate cover):
  - a. Motion: To approve the June 2020 Financial reports. Angela made the motion. It was seconded by Margaret and carried with all in favor.
  - b. Motion: To approve payment of June 2020 bills. Margaret made the motion. It was seconded by Jessica and carried with all in favor.
7. Director's Report: (submitted under separate cover): Diana reviewed her report which included information about building and grounds updates, the NIOGA budget, review/updated on phased reopening and future cost of Hoopla.
8. Committee Reports -
  - a. Budget Subcommittee: Nothing to report.
  - b. Personnel Committee: Nothing to report:
  - c. Buildings and Grounds:
    - i. Floor Joist: may have a contractor

- ii. Railing: on hold
- iii. Shed: on hold
- iv. Parking in front of Library: Angela will  
check on ADA issues.

## 9. New Business

- a. Swearing-in of trustees and Library Director: Lisa from NIOGA administered the oath of office for Kim, Kristie, Julie and Diana.
- b. COVID 19 – reopening: Diana reviewed the details. The Library will stay at its current phase of re-opening for a while.
- c. Election of officers: Margaret presented the slate of nominees: President: Julie Hengenius; Vice Pres: Angela Knisley; Secretary: Jessica Doktor. **Motion: To elect the Board of Trustee slate of nominees. Margaret made the motion. Kim seconded it and it carried with all in favor.**
- d. NIOGA Trustee election: **Motion: To vote for Kristie Miller (representative of Genesee Co.) and Dan Haight (representative of N. Tonawanda) for the NIOGA Trustee election. Angela made the motion. It was seconded by Margaret and it carried with all in favor.**
- e. Farmer's Market tabling: The Board discussed/approved purchasing a new canopy tent and an updated Library Banner for such outdoor events. The existing canopy collapsed and needed replacing.
- f. Schedule of Board Meetings for July 2020-June 2021 year:  
  
2020: 8/17; 9/21; 10/19; 11/16; 12/21  
2021: 1/25; 2/22; 3/15; 4/19; 5/17; 6/21; 7/19-re-organizational meeting
- g. Closing dates: 2020: 7/3; 9/7; 10/12; 11/11; 11/26; 11/27; 12/25  
2021: 1/1; 1/18; 2/15; 4/2; 5/31
- h. Early closing dates: 12/24/2020; 12/31/2020
- i. Review of hours of operation: The regular hours (not including phased re-opening due to Covid-19 rulings): Monday and Wednesday: 9 AM – 4 PM;

Tuesday, Thursday, Friday: 1PM to 8 PM.

- j. Tri-annual financial review will be conducted by an outside agency: The Board will try to have this conducted in October, 2020.
- k. Financial report annual review of signatories and depositories: Angela will need to be added. Julie and Kristie will remain.
- l. Appointments of standing committees: Julie, as Board of Trustee Chair is an ad hoc member of each Committee.

Finance Subcommittee members are Jessica, Katleen and Kristie.  
Personnel Subcommittee members are Katleen, Angela, Kim and Margaret  
Building and Grounds Subcommittee members are Kim, Margaret, Jessica and Angela. **Motion:** To accept the standing committee members as listed. Katleen made the motion. It was seconded by Jessica and carried with all in favor.

- m. Appointment of finance officer: Duties include reviewing the reports in-depth; makes recommendations but all trustees are responsible for reviewing the reports. **Motion:** To appoint Kristie as Finance Officer. Jessica made the motion and it was seconded by Margaret. It carried with all in favor.
- n. Re-occurring bills approval: **Motion:** To pay re-occurring bills for the 2020-2021 year. Jessica made the motion. It was seconded by Angela and carried with all in favor.
- o. Key to the Library: Kristie will give the key to Julie.
- p. Contracts for Linda & Theresa: This will be on hold while additional information is gathered.
- q. Trustee petitions review: Kristie has the form the Library has been using.
- r. Building and grounds committee: Will continue work on indoor/outdoor needs.
- s. Swearing-in trustees, treasurer, and director; Lisa from NIOGA did this.

10. Other Business: Tom and Lisa from NIOGA distributed an information packet explaining the Free Direct Access Plan. The Board discussed the plan- with Tom and Lisa answering questions. **Motion:** To table a vote on the Free Direct Access

Plan. Jessica made the motion. It was seconded by Kim and carried with all in favor.

11. The meeting adjourned at 8:46 PM with a motion by Margaret. It was seconded by Jessica and carried with all in favor.

Respectfully Submitted,

Angela Knisley, Secretary

A handwritten signature in cursive script that reads "Angela Knisley". The signature is written in black ink and is positioned below the typed name.