

Via Zoom

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

1. *Call to Order*: Kristie called the meeting to order at 6:36 PM followed by the Pledge of Allegiance.
2. *Adoption of Agenda*: Julie moved to approve the agenda; Margaret seconded and it carried with all in favor.
3. *Approval of Prior Meeting's Minutes*: The May 2020 minutes were approved as they stand.
4. *Period of Public Expression*: No one from the public attended.
5. *Correspondence*: None
6. *Treasurer/Financial Officer's Report* (submitted under separate cover).

Motion: To approve the May 2020 Financial report. The motion was made by Julie and seconded by Jessica. It carried with all in favor.

Motion: To approve payments of bills for May 2020 including the addition of a mileage bill submitted by Diana. Jessica made the motion and it was seconded by Julie. It carried with all in favor.

7. *Director's Report*: (submitted separately): The report included progress of the curbside pick-up program, information about local libraries' programs, the County's funding issues for outside programs, and an update on the floor joist (one quote so far).

8. Committee Reports:

a. Budget Subcommittee: The Board discussed the re-organization needed to have the budget align with the fiscal year. **Motion: To approve the extrapolated budget set for July 1, 2020 to June 30, 2021. Julie made the motion and Angela seconded it. It carried with all in favor.**

b. Personnel Committee: nothing to report

c. Buildings and Grounds:

i. Floor Joist: One quote has been submitted. A building inspector submitted this quote along with information about repairs that will be needed (but are not of an immediate nature). The quote cannot be considered because the provider does not carry the type of insurance the Library needs for coverage.

ii. Railing: Have not yet found a carpenter. Project put on hold until decision is made about access to parking lot.

iii. Shed: Project put on hold until parking lot access is decided.

9. New Business:

a. Parking Lot issues: The Board discussed the difficulties of not owning the parking lot, the probability of not being able to lease this space and the need to review the Library's property lines. Kristie reported about the recent issue and misunderstanding with the lot's new owner regarding the donated stone for parking lot ground cover and the Library's attempt to lease the lot -as communicated with the owner through the Library's lawyer. Katleen will be contacting the lot owner in attempts to explain the situation and mend the relationship. The Board discussed alternatives for patron parking which includes the possibility of having a handicapped parking spot and paving part of the greenway area between the street and sidewalk in front of the Library. This will require working with the Village; Kristie will send a formal letter to the Village Board explaining our concerns and requests.

b. Executive Committee Policy Review: The Board discussed to further define the policy and increase communication for Executive Committee action when the full board cannot meet. The Board reviewed policies from several libraries and decided to revise the current policy to include the following wording: *Any time the Executive Committee exercises the authority of the Board it shall be obligated to notify all Trustees of such action; and The Executive Committee shall perform the duties and responsibilities of the Board when circumstances require urgent action which cannot wait for the next scheduled meeting of the Board or for a special meeting to be called.* **Motion: To accept the policy as revised and added to the manual on 6/15/2020. Margaret made the motion. It was seconded by Julie and it carried with all in favor.**

c. COVID 19 – reopening: The Board discussed Phase II (opening with restrictions) for the Library's re-opening plans. This includes wearing masks, patrons making an appointment to enter the library for use of the computers, copy/printing and fax machine. **Motion: The Library will be in the 'open by appointment' phase of the re-opening plan and extend 'open to the public' to 20 hours per week. The motion was made by Julie. It was seconded by Jessica and carried with all in favor.**

i. Paying employees: **Motion: The Library will return to paying employees as per pre-Covid-19 policy. Margaret made the motion. It was seconded by Julie and it carried with all in favor.**

d. Slate of Officers: Margaret worked on nominating a Slate of Officers for the 2020-21 Library year. The slate is as follows: President: Julie Hengenius, Vice President: Angela Knisley, Secretary: Jessica Doktor

e. July re-org meeting & swearing-in of trustees. Lisa from NIOGA will be joining the meeting. This will be held Monday, July 20, 2020 either via Zoom or outdoors -depending on the Governor's orders at the time. **Motion: If able, the Trustees will hold the July 20, 2020 meeting outside at Buttercrumb's Bakery in Corfu. Kristie made the motion. It was seconded by Margaret and carried with all in favor.**

10. Other Business: The Board discussed the possibility of being a vendor at the Corfu Farmer's Market.

11. Adjournment: The meeting adjourned at 8:16 PM. Jessica made the motion. It was seconded by Angela and carried with all in favor.

Respectfully Submitted,

Angela Knisley, Secretary



CORFU PUBLIC LIBRARY

BOARD of TRUSTEES

Supplemental Meeting

July 9, 2020

Attendance: Kim Harlach, Julie Hengenius, Angela Knisley, Kristie Miller and Margaret Stevens
Others: Diana Reding, Library Director

Kristie called the virtual meeting (via Zoom) to order at 6:34 PM.

Agenda: Adopt Phase 3 of Covid-19 reopening plan

1. The Board discussed /reviewed the criteria involved with adopting Expanded Services-Phase 3 of re-opening. This includes increased hours that the Library will be open.
Motion: To move into Phase 3 of the Library's Covid 19 re-opening plan with public capacity to be determined by the Library Director. Margaret made the motion and it was seconded by Angela. It carried with all in favor.
2. The Board discussed plans for participating in the July 13 Farmer's Market in the Village.

The meeting adjourned at 6:46 PM with a motion by Margaret, seconded by Julie and approved by all.

Respectfully Submitted,

Angela Knisley, Secretary

