

# Mt. Morris Library Board Minutes

Sunday, January 30, 2022

6 PM



<https://mountmorrislibrary.org>

Trustees present: J. LaDelfa, C. Young, G. Moore, and S. Gehrig

Trustees excused: C. Proctor, J. Privitera, and C. DiPasquale

Director: excused

Meeting called to order 6:14 PM

## Secretary's Report \*

Tabled until March meeting

## Treasurer's Report \*

Reviewed Management Report from 2021

Motion to approve of Treasurer's Report and Final Budget for 2022 by G. Moore; 2nd by C. Young - motion carried

## Director's Report \*

Tabled until March meeting

## Old Business

Discussion of roof and basement concerns

Rubber membrane/Flex Seal are some ideas

Wait until warmer weather look

## New Business

Plumbing contact/service

Harding for contract - T. Hillier on call for any emergency

February PL-S meeting via Zoom

See if J. Privitera can attend

Trustee Education Requirement

President Gehrig shared opportunities available via PL-S

NYS mandated accrued sick leave

Trustees agreed that "substitute clerk" should be treated as a separate contract- that would leave the library with four (4) clerks

## Programming Update

- Offerings are online

## Friends Update

Group met and will eliminate member dues - hoping for increased participation

Motion to Adjourn at 6:40 pm by G. Moore; 2nd by C. Young - motion carried

NEXT MTG: Monday, **March 14th** at 6 PM

\* denotes vote items

# Mt. Morris Library Board Minutes

Monday, May 9, 2022

6 PM



<https://mountmorrislibrary.org>

Trustees present: C. Young, G. Moore, C. Proctor, J. Privitera, and S. Gehrig

Trustees excused: J. LaDelfa

Meeting called to order by President Gehrig at 6pm

## Secretary's Report \*

Motion to approve with correction of adding J. Privitera to excused member list by G. Moore, 2nd by C. Young - carried

## Treasurer's Report \* (tabled)

## Director's Report \*

Motion to approve by J. Privitera, 2nd by C. Proctor - carried

## Old Business

MRB update

Reviewed total amount already paid to MRB

Motion to have Kelly send a certified letter to MRB detailing payments made by G. Moore, 2nd by C. Proctor - carried

Trustee Education requirement

Reviewed 2 hour yearly educational requirement and yearly Sexual and Workplace Harassment requirements

Kelly will look into having a training at one of our meetings

## New Business

Resignation

Motion to approve with regret the resignation of Chuck DiPasquale by G. Moore, 2nd by J. Privitera - carried

Fine Free

Motion to approve removing fines for overdue books made by G. Moore, 2nd by J. Privitera - carried  
We still collect fees for lost books

Half-time Youth Coordinator

Would eventually like this position to be added to our Strategic Plan which will be updated after survey

Causewave Survey

\$3200 grant awarded to have the group create, administer, and evaluate information

- This info will help to update the Library's Strategic Plan which needs to be done by the end of this year

#### Annual Report \*

Motion to accept Annual Report by G. Moore, 2nd by C. Proctor - carried

#### Policies

Code of Ethics

We will look at our June meeting

### Programming Update

- Children's programs
  - Special events and weekly programs organized by Dawn Crawford are going well. Easter Egg Hunt was well attended
    - McDonald's donated many items for this event
- Summer Library Program
  - Program is shaping up nicely. Again, Dawn Crawford is doing a nice job. Performances will be Tuesday evenings and Saturdays will have special library activities.
  - Dawn is looking to really increase participating

### Friends Update

- Grow Livingston County Grant awarded for a new front lawn sign. It will be 4'x5' and sandblasted. Look at having a light, solar or electric, to shine on it. Kelly has looked at Custom Craft Signs in Dansville to complete it. Two Adirondack chairs will be added
  - Motion by C. Young, 2nd by J. Privitera to move ahead with sign - carried

#### Other items:

Discussion about freshening up library walls to make space more inviting. C. Young suggested putting vinyl on walls instead of paint. Will cover more and be durable. He will reach out to someone he knows that does this. Discussion about our copier - the one we got in fall of 2020 does not have a warranty, is refurbished, and is not large enough for jobs. We can lease from Toshiba for about \$126/month which is cheaper than the amount we're paying a month on ink alone.

Motion to enter into a contract with Toshiba by G. Moore, 2nd by C. Young - carried

Update information in Disaster Plan: add Village vs. Town and update phone number of Harding Plumbing and Cooling

Motion to enter into Executive Session at 7:18pm to discuss personnel by G. Moore, 2nd by J. Privitera - carried

Motion to exit Executive Session at 7:53pm by C. Proctor, 2nd by J. Privitera - carried

Motion made to advertise in MM Shopper for open board seat by C. Young, 2nd by J. Privitera - carried

Motion to Adjourn at 7:56pm by C. Proctor, 2nd by G. Moore - carried

# Mt. Morris Library Board Meeting Minutes

Monday, June 13, 2022

6 PM



<https://mountmorrislibrary.org>

Meeting called to order by President Gehrig at 6:02pm

Trustees present: Joanne Privitera, Gary Moore, Stephanie Gehrig, Jon LaDelfa, and Colleen Proctor

Trustee excused: Chad Young

Others present: Kelly Deltoro-White, Director and Dawn Crawford

**Secretary's Report from May's meeting** : motion to approve by G. Moore, 2nd by J. Privitera: motion carried

**Treasurer's Report** : motion to approve by G. Moore, 2nd by C. Proctor: motion carried

**Director's Report:** motion to approve by J. Privitera, 2nd by C. Proctor: motion carried

Question about how information is posted on website

## Old Business

Trustee Education

Sexual Harassment training needs to be scheduled

MRB letter update

Haven't heard anything, but they did receive certified letter

Causeway Survey

Once data is collected and reviewed, it will be shared in a report to Board

Sign

Kelly will follow-up with Louise Wadsworth

## New Business

Resignation

Motion to accept Chad Young's resignation with regret by J. LaDelfa, 2nd by G. Moore: motion carried

Bullet Aid

Marjorie Burns awarded the MML \$25,000 to be used in any way we see fit. Kelly would like to expand the Spanish book collection with some of the money. Kelly will write a press-release and send to her office

Money will probably be awarded in the fall

Open position(s)

We have two open positions - no interest generated from ad placed in Shopper

Bi-Laws

- Members will review documents and bring thoughts to July meeting where we will work on updated our bi-laws

Policies still needed

Conflict of Interest Policy could be amended to include Nepotism Policy

Code of Ethics, Whistleblower, and Conflict of Interest Policies need to be signed by Trustees every year

### **Programming Update** (Dawn)

- Children's & Summer Library Program Updates by Dawn Crawford
  - The Summer Library Program is set to begin on Tuesday, July 12th. Performers on Tuesday nights until August 23rd. Beginning on July 16th and every Sat. until August 20th, there will be a craft and a "bubble count" for kids
    - Looking at local businesses for donation of prizes - all have been very supportive
    - July 9th Dawn is going to McDonald's to have a reading program where there will be special pricing on Happy Meals
  - Kelly and Dawn went to MMCS and met with 17 elementary classes for about 20 minutes each (289 students)- schedule of Summer Library Program passed out- have seen a few students visit library since meeting with them
  - Grab and Go bags have been popular too
  - Weekly Friday Storytime at 4pm has seen anywhere between two and eight kids at each event

### **Friends Group Update** (Kelly and Dawn)

- Meeting June 27th
  - They are willing to help with Summer Library programs
  - Michelle from Blue Rose B&B has donated a popcorn machine to be used for any program
  - MM Garden Club and Partners for Progress have donated a planter for entrance of library

Other items: none

Motion to enter into Executive Session to discuss personnel: 6:42pm by G. Moore, 2nd by C. Proctor: motion carried

Motion to exit Executive Session with no action taken: 7:44pm G. Moore, 2nd by C. Proctor: motion carried

Motion to Adjourn at 7:45pm by G. Moore, 2nd by J. Ladelfa: motion carried

**NEXT MTG : Monday, July 11, 2022 at 6 PM**

# Mt. Morris Library Board Agenda

June 19, 2022

7 PM

Trustees Present: Jon LaDelfa, Gary Moore, Joanne Privitera, Colleen Proctor, and Stephanie Gehrig

No guests

Meeting called to order at 6:56PM by President Gehrig

Motion to enter into Executive Session to discuss personnel at 6:57PM by G. Moore, 2nd by J. LaDelfa: motion carried

Motion to exit Executive Session at 7:13PM by G. Moore, 2nd by J. LaDelfa: motion carried

No action taken

Motion to Adjourn at 7:14PM by J. LaDelfa, 2nd by G. Moore: motion carried

NEXT MTG: Monday, **July 11, 2022** at 6 PM

# Mt. Morris Library Board Meeting Minutes

Monday, July 11, 2022

6 PM



Meeting called to order by President Gehrig at 6:03 PM

Trustees present: Jon LaDelfa, Stephanie Gehrig, Gary Moore, Joanne Privitera, and Colleen Proctor

Others present: Kelly Deltoro-White, Director

**Approval of minutes from June 13, 2022 and June 19, 2022 meetings** : motion to approve both sets of minutes by J. LaDelfa, 2nd by G. Moore: motion carried

**Treasurer's Report** : none

**Director's Report:** motion to approve: J. Privitera, 2nd by G. Moore: motion carried

Kelly was given approval to look at purchasing a mold and mildew product similar to Azuna

## Presentations

Causewave Survey Results Presented

Library is important to community and they appreciate what we do

Community would like to see increased hours (open Wednesdays)

Want adult and children programs

Look at working with teens - Teenage Advisory Group

Need more staff hours

Look at "Social Media" Budget line

Great information to help with Strategic Plan

## Old Business

Bi-Laws

Discussion of updates - S. Gehrig will update and Board will approve at September meeting

Sign

Waiting to hear from L. Wadsworth

## New Business

Library Trustee Ethics Statement - S. Gehrig will type up, share with trustees before meeting and Statement will be reviewed in September

Open Seats

Two community members are interested in serving as trustees. Donna Todd and Rose Rudney will be invited to September meeting

Loan Policy/Overdue Charge Policy will be updated by K. Deltoro-White to reflect updated policy. Vote to approve September's meeting.

**Programming Update**

Summer Library Program to begin July 12th

**Friends Group: no update**

No Executive Session needed

Motion to Adjourn at 7:02 PM by G. Moore, 2nd by J. LaDelfa: motion carried

NEXT MTG: Monday, **September 12, 2022** at 5:30 P M

# Mt. Morris Library Board Minutes

Sunday, September 11, 2022

Meeting called to order by President S. Gehrig at 5:38 pm

Trustees present: Jon LaDelfa, Stephanie Gehrig, Gary Moore, Joanne Privitera, and Colleen Proctor

Others present: Kelly Deltoro -White, Director, Donna Todd, Ro Rudney

Motion by G. Moore, 2nd by J. Privitera to elect Donna Todd and Ro Rudney as Trustees b MMLB -motion carried

Motion to approval July 11, 2022 by J. Ladelfa, 2nd by G. Moore- motion carried

Motion to approve Treasurer's Report by G. Moore, 2nd by D. Todd - motion carried

Motion to approve Director's Report by G. Moore, 2nd by J. Privitera - motion carried

- Kelly shared how proud she is of the Library Clerks

Dawn Crawford did an outstanding job with Summer Library Program

Kelly has joined OWWL Cohort as well as Evergreen

Outreach is working - numbers of patrons are back to Pre-Covid numbers

## Old Business

Bi-Law vote - tabled so new trustees can review - vote in November

Sign - is ordered

Because of a grant and the financial support of the Library Friends lighting will also be possible

## New Business

Building updates

Testing results by J. Polito - no mold, but a lot of dust

Suggestions: purchase 2-3 HEPA filter machines, repair roof, run dehumidifier, and replace carpeting

Motion made by G. Moore, 2nd by C. Proctor to purchase 2-3 HEPA filter machines not to exceed \$200/machine

AC unit on South Wall leaked - Kelly got the name of the company and they came to repair it for \$290 which includes an emergency rate. Service contract signed to clean and maintain units.

Toilet is rocking on base - Kelly will call Tom Hillier or Harding to fix it

Policies to approve at November meeting - all trustees received copies to review

Bi-Laws

Open Meeting policy

Social Media policy

Trustee Ethics statement

Conflict of Interest statement

- Sexual Harassment Training

First half of training will be done as a group at our next meeting

Programming Update

Children's & Summer Library Program a HUGE success

Genesee Valley rescheduled for October 18th at 6:00 pm

Library Friends Update - none

No Executive Session needed

Motion to Adjourn by G . Moore, 2nd by C. Proctor at 6:31 pm- motion carried

NEXT MTG: Monday, **November 21, 2022** at 6 PM \*note date change\*

# Mt. Morris Library Board Minutes

Monday, November 21, 2022



Meeting called to order by President S. Gehrig at 6:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Joanne Privitera, Colleen Proctor, Ro Rudney, Donna Todd, and J. LaDelfa

Others present: Kelly Deltoro -White, Director

Motion to approve September 11, 2022 Minutes made by G. Moore, 2nd by C. Proctor Motion carried (7 ayes)

Motion to approve Treasurer's Report by D. Todd, 2nd by J. Privitera- Motion carried (6 ayes, 1 abstain [JL])

Motion to approve Director's Report by G. Moore, 2nd by D. Todd - Motion carried (7 ayes)

## Presentation

- Motion to watch Sexual Harassment Training Video by G. Moore, 2nd by J. LaDelfa - Motion carried (7 ayes)

## Old Business

Building Updates

Basement Dehumidifier working well

Outside painting looks nice

Cost reimbursed from a Livingston County Capital Improvement Grant

## New Business

Resignation: Motion to accept Kelly Deltoro - White's resignation with regret effective December 31, 2022 by J. Privitera, 2nd by J. LaDelfa (7ayes) - Motion carried

## TOTAL GROUND CARE

Motion to approve the rate increase **effective January 1, 2023** from \$13.20 to \$20/hour for cleaning by Cam Smith by J. LaDelfa, 2nd G. Moore - Motion carried (7 ayes)

## Voting of Policies

Bi-Laws

Motion made by J. LaDelfa, 2nd by G. Moore to add a Book Review Committee to approve purchases made by Director: (2 ayes, 5 nays) Motion defeated

Motion to approve Bi-Laws as presented by J. Privitera, 2nd by G. Moore - Motion carried (6 ayes, 1 nay)

Open Meeting Public Comment Policy

Motion to accept Open Meeting Public Comment Policy by D. Todd, 2nd by C. Proctor - Motion carried (7 ayes)

Internal Social Media Policy

Discussion about posting on website and about who decides what is posted

- Motion to accept Internal Social Media Policy as presented by J. Privitera, 2nd by C. Proctor - Motion carried (6 ayes, 1 nay [JL])

#### External Social Media Policy

Motion to accept External Social Media Policy by D. Todd, 2nd by J. Privitera - Motion carried (7 ayes)

#### Public Creation of Recorded Visual Media on Library Property Policy

Motion to accept Public Creation of Recorded Visual Media on Library Property Policy by G. Moore, 2nd by R. Rudney - Motion carried (7 ayes)

#### Trustee Ethics Statement - TABLED

Discussion regarding wording by J. LaDelfa. For example, suggestion to replace disrespectful with civilly. He will email S. Gehrig ideas for wording before the next meeting. Both versions will be presented for vote

Conflict of Interest Policy Disclosure Statement - TABLED until next meeting.

#### Long Range Plan

Motion to accept Long Range Plan 2022 - 2027 by J. Privitera, 2nd by G. Moore - Motion carried (7 ayes)

### Programming Update

- Weekly Storytime
  - Dawn continues to offer new and interesting programs for both young and older children. Reaction has been extremely positive. Winter Break programs are being developed. Dawn also serves as representative on Be Well Mt. Morris.
- Special programs
  - Halloween was a huge success; over 400 children visited. Discarded children's books that were given away.

### Library Friends Update

- Friends provided candy for Halloween and are working on Christmas Fundraiser

### Executive Session

- Motion to enter Executive Session to discuss personnel by G. Moore, 2nd by C. Procter - Motion carried (7 ayes)
- Motion to exit Executive Session by G. Moore, 2nd by J. LaDelfa - Motion carried (7 ayes)
  - Motion to approve Sharon Stanley as Interim Director effective January 1, 2023, with a pay rate of \$20/hour for up to 35 hours/week by J. LaDelfa, 2nd by G. Moore - Motion carried (7 ayes)
    - Sharon will meet with Kelly at the end of December to review current procedures
- Motion to allow S.Gehrig to create advertisement to be placed in Genesee Valley Pennysaver by G. Moore, 2nd by J. LaDelfa - Motion carried (7 ayes)
  - This may include working with Jerry Rolison at the Mt. Morris Shopper

Motion to Adjourn by G. Moore, 2nd by D. Todd at 7:55 PM - Motion carried (7 ayes)

NEXT MTG: Monday, **December 12, 2022** at 6 PM

# Mt. Morris Library Board Meeting Minutes

Monday, December 14, 2022



Meeting called to order by President S. Gehrig at 6:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Joanne Privitera, Ro Rudney, Donna Todd, and J. LaDelfa

Trustees absent: Colleen Proctor

Others present: Kelly Deltoro -White, Director

Motion to approve minutes from November 21, 2022 meeting by J. Privitera, 2nd by G. Moore - Motion carried (6 ayes)

Motion to approve tentative 2023 Budget by G. Moore, 2nd by D. Todd - Motion carried (6 ayes)

Discussion to post budget in MM Shopper to share with voters the reasons for 13.85% increase which includes a transfer from Fund Balance of about \$23,600

Motion to approve Director's report by D. Todd, 2nd J. LaDelfa - Motion carried (6 ayes)

## Old Business

### ● Trustee Ethics Statement

Discussion centered around wording and different variation of Ethics Statements

Stephanie will call Ron Kirsop to see if two versions can exist at same time

She will also ask Ron what happens if a Trustee refuses to sign the Code of Ethics that is Board approved.

Motion to approve Trustee Ethics Statement as read by S. Gehrig by D. Todd, 2nd by J. Privitera - Motion carried by majority vote 5 - 1 (G. Moore - aye, R. Rudney - aye, D. Todd - aye, J. LaDelfa - nay, J. Privitera - aye, S. Gehrig - aye)

### Conflict of Interest Policy

Disclosure Statement signed by all Trustees

## New Business

### Director Position

Ad placed in MM, Warsaw, Perry, and Genesee Valley Penny Savers for one week

Opening posted on Listserv via OWWL

Timeline: closing December 30, 2022

At January 2023 meeting, current applications will be reviewed and interviews set

## Programming Update

Children's programs continue to be well attended and public opinion is positive

## Library Friends Update

Christmas Sale

**Meeting dates for 2023** - will set at the January meeting

Executive Session - none needed

Motion to Adjourn at 8:13pm by G. Moore, 2nd by R. Rudney - Motion carried (6 ayes)

**NEXT MTG: Monday, January 9, 2023 at 6 PM**

- Annual Meeting will begin at 6pm  
Regular Meeting will follow