

Mt. Morris Library ANNUAL MEETING Minutes

Monday, January 22, 2024

5:00 PM

Trustees present: Stephanie Gehrig, Colleen Proctor, Jon LaDelfa, Donna Todd, Roselyn Rudney, and Joanne Privitera

Trustees absent: Gary Moore

Others present: Fernanda Astiz, Director

ANNUAL MEETING called to order 5pm by VP J. Privitera

Motion to approve 2023 Annual Meeting Minutes by J. LaDelfa, 2nd by R. Rudney: Motion carried (6 ayes)

OFFICERS for 2024-2025

- President: Stephanie Gehrig
- VP: Joanne Privitera
- Secretary: Colleen Proctor
- Treasurer: Jon LaDelfa

Motion to approve the slate of officers as presented by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

Newly elected President Gehrig takes over the meeting

Committees

FINANCE: Gary and Jon

BUILDING/MAINTENANCE: Donna and Gary

POLICY REVIEW: Joanne and Stephanie

PROGRAMMING: Ro and Stephanie

PUBLIC RELATIONS: Stephanie and Colleen

PERSONNEL: Stephanie, Colleen, and Jon

- **Meeting Dates for 2024**
 - February 5th
 - March 4th
 - April: NO MEETING
 - May 6th
 - June 3rd
 - July 1st
 - August 5th
 - September 9th
 - October 7th
 - November 4th
 - December 2nd

Annual Meeting date: January 6, 2025

Motion to accept the 2024 Meeting Dates by J. Privitera, 2nd by J. LaDelfa (6 ayes)

Conflict of Interest and Trustee Ethics Statement: signing

Motion to adjourn at 5:06 pm by C. Proctor, 2nd by D. Todd (6 ayes)

Mt. Morris Library Board Minutes
Monday, January 22, 2024

Meeting called to order at 5:08 pm by President S. Gehrig

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Colleen Proctor, Jon LaDelfa, and Joanne Privitera

Trustee absent: Gary Moore

Others present: Fernanda Astiz, Director

Motion to approve minutes from December 4, 2023 by D. Todd, 2nd by R. Rudney: Motion carried (6 ayes)

Treasurer's Report

- Renew CD at Five Star
- **Motion to approve** 2024-25 Budget by D. Todd, 2nd by C. Proctor: Motion carried (6 ayes)

Director's Report

- **Motion to approve** Director's Report by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes)

Old Business

- Reminder: Professional Development two (2) hours requirement starts again for 2024
- Bathroom upgrade update
 - Jim Olverd has been in to check area
- **Motion to approve** Disaster Response Policy by J. Privitera, 2nd by R. Rudney: Motion carried (6 ayes)
- Carpet cleaning estimate
 - Around \$800 - wait until construction work is completed

New Business

- **Motion to approve** closure of library on Monday, April 8, 2024 by C. Proctor, 2nd by D. Todd: Motion carried (6 ayes)
- Livingston County Capital Improvement Grant of \$1,438 for ADA upgrades must be used by Dec. 31, 2024 as written in grant
- OWWL Library System supplemental grand of \$1,000 for ADA upgrades
- **Motion to approve** FFRPL Annual Grant Report by J. Privitera, 2nd by R. Rudney: Motion carried (6 ayes)
- Financial Controls: Purchasing/Procurement Policy and Petty Cash Policy will be worked on by J. Privitera and S. Gehrig

Programming updates (See Fernanda's Report)

Annual Sexual and Discrimination Training

- Case Study assessment with discussion

Executive Session: not needed

Motion to adjourn at 6:09 pm by D. Todd, 2nd by J. LaDelfa: Motion carried (6 ayes)

NEXT MTG: February 5, 2024 at **5:00PM**

Mount Morris Library Association

Dr. M. Fernanda Astiz

Director's Report, January 22, 2024

Friends

The Friends have been very generous in supporting our programs and needs. Niki has been coming to volunteer every Thursday from 11 am to 2 pm. She is developing two family-oriented programs with Kristina, one in anticipation of Valentine's Day and the other for Winter break.

Vickey continues to come every Saturday to assist Jane with library services.

Staff

Jane, Kristina, and Shelly were evaluated in December. Fernanda was glad to offer encouraging evaluations to our library part-time staff. The sense of commitment and camaraderie they show is superior. Fernanda is fortunate to be working with such a group of excellent women.

Fernanda will be taking a vacation March 13-27. She will schedule part-time staff to cover her hours at the library and will leave all her tasks done before she leaves. She will be able to process payroll while away.

Fernanda agreed to serve as LCPLAC's Secretary. The next LCPLAC meeting is scheduled online on February 21 at 7:00 pm. Her name has also been submitted to become a member of the OWWL2go committee.

Technology/communication

The newly purchased monitors will be installed on January 23.

The two phone lines were transferred to Spectrum Business in December. The cost of these lines is \$30 per line plus a one-time payment of \$99.

Building Upgrades

The library should consider signing an annual contract for servicing the Heating and Air Conditioning systems. See the attached estimate.

Fernanda received two carpet cleaning estimates with almost no variation in their pricing. The price comes to almost \$800.

A second estimate for the ADA-compliant door openers was received. Find it attached.

The library needs to get rid of non-working appliances, pieces of equipment, and other materials to clear up space in the basement. There is a need for volunteers to assist in completing this job, which requires transportation.

Payroll, Budget, Grants, and Policies

Several OWWL libraries are currently using and/or considering the services of ADP, a payroll online services company for small businesses. According to current library director users, beyond being cheaper than other options they had in the past, ADP easily integrates time tracking, scheduling, W-2 online access, taxes, and job costing into their platform. Fernanda wonders if comparable features are available on Bill.com.

The library is still in need of a couple of policies required to be submitted with the annual report to NYS. See agenda items. Sample policies were sent to Stephanie.

Obtained grants. See agenda items.

Fernanda submitted a grant application to Libraries Transforming Communities (LTC): Accessible Small and Rural Communities, Round 2, to be considered in both categories: \$10,000 LTC Access grant and \$20,000 LTC Access grant. This is an initiative of the American Library Association that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities.

Reminder: Tax cap Override Resolution needs to be passed before adopting next year's budget. Fernanda sent a sample resolution to Stephanie.

Programming

Beyond the traditional library services, printing, copying, computer use, technology consultations, and faxing are, by far, the main reasons community members come to the library.

The library has a few patrons who take advantage of The Morning Joe's and the Newspaper/Magazine readership program.

The library continued the holiday tradition of offering candy to visiting patrons.

The holiday party and Santa's appearance went well. In our efforts to promote community literacy and education, we also offered information about other cultural and religious holidays.

The Spice Club continues to be successful. We have nine participants on average every month, including adults and teens.

The knitting and crocheting with Amber program picked up momentum during the holiday season. We now have four regular participants.

Fernanda continues to work with Spanish speakers on job applications and resumé development. Grab & Go programs for adults and children continue to be a big hit.

Storytime participation is at its lowest. Fernanda started the new drop-in Storytime and Playtime program. It is expected that Kristina will follow through. This program is primarily designed for those kids who come with their caregivers who need to work on the library computers. The library will soon advertise this Storytime option on Facebook and its website.

An application for 33 bilingual titles published by **Lectura Books** was submitted last week. Funding for this project comes from OWWL's Coordinated Outreach Services Budget, meant to support New Yorkers who are most in need and are often not regular library users. Selected libraries will receive bilingual books to add to their local collection at no cost. The selection process will evaluate library location, community needs, and participation in previous system-sponsored programs.

Fernanda applied to receive 100 Erie Canal Calendars. The shipment was received in late December and only four calendars are left.

Fernanda is currently working with Vince Wesner, a former schoolteacher and administrator from the Rochester area, to offer an ESOL program for migrant workers and Speakers of Other Languages. Fernanda and Kristina have been planning for the next Summer Reading Program. Fernanda plans to apply for a small grant to carry out the program.

Although the teen's board game night was a bummer, recent requests and conversations with adult patrons suggest that cards, as well as other board games, and/or trivia nights could be attractive options for many community members who want to play and socialize in town.

Respectfully submitted,
Dr. M. Fernanda Astiz

Mt. Morris Library Board Minutes

Monday, March 4, 2024

5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Gary Moore, and Jon LaDelfa

Trustees present by FaceTime: Joanne Privitera

Trustee absent: Colleen Proctor

Others present: Fernanda Astiz, Director

Meeting called to order at 5:00 PM by President S. Gehrig

Motion to approve January 22, 2024 minutes by J. LaDelfa, 2nd by R. Rudney: Motion carried (6 ayes)

No Treasurer's report

- J. LaDelfa did report that CD has been moved from Community Bank to Five Star Bank

Motion to approve Director's Report by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

- Yearly Report has been submitted to NYS before due date
- Fernanda has been named a Woman of Distinction for the 133rd District
 - Marjorie Burns will present award to Fernanda on April 5th
- \$10,000 grant from American Library Association

Old Business

- Review of Bidding & Procurement Policy and Long Range Plan email vote (6 ayes, 1 nay:JL)
 - No discussion, but J. LaDelfa wanted it noted he is against Affirmative Action
- Bathroom construction
 - **Motion to start bathroom construction** after the President and Treasurer review contracts by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)
 - **Motion to have extra shelving unit stored** on G. Moore's property until needed by the library by J. LaDelfa, 2nd by R. Rudney: Motion carried (6 ayes)

New Business

- **Motion to purchase a storage shed** not to exceed \$1,600.00 by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

Motion to Adjourn at 5:53 PM by G. Moore, 2nd by R. Rudney: Motion carried (6 ayes)

NEXT MTG: Monday, **May 6**, 2024 at **5:00 PM** unless special meeting needed to be called by President Gehrig

Mount Morris Library Association

Dr. M. Fernanda Astiz

Director's Report, March 4th, 2024

News and Other

The Annual Report for NYS was successfully completed and submitted by its due date. Fernanda thanks the Board of Trustees and Dennis Canary for their assistance and support.

Fernanda secured an ALA grant "Libraries Transforming Communities: Accessible Small and Rural Communities" in the amount of \$10,000.

Thanks to Gary and Assemblywoman Byrnes, Fernanda was named NYS 2024 Woman of the Year for the 133rd District.

Open Interview event at the library-NYS Office for People with Developmental Disabilities-Finger Lakes.

The library continues to offer home delivery to older adults and people with special needs.

Fernanda and Donna attended a very short LCPLAC online meeting on February 21st. The group will review its Bylaws in the upcoming months and discuss the Livingston County OWWL Passthrough Grant.

Fernanda submitted the budget request to the School District.

The FFRPL Tummonds Fund Grant Agreement will be coming soon. Eligible libraries will receive an increase in 2024.

Professional development

Fernanda participated in several professional development workshops.

- CPR and First Aid (she renewed her certificate).
- Cataloging.
- Preservation Techniques and Methods.
- Connecting with the Community.

Programming

1. Black History Month Display.

2. Valentine's Day display.
3. Candy Jar Guessing Game, 53 participants and 3 winners!
4. Stay Home Moms Club. Participants meet every other Saturday at the library.
5. Young Adult and Adult Craft Night. St. Patrick's Day Shamrock Decorating.
6. Family event during school winter break: Snowflakes & Snowmen.
7. ESL classes are taking place at the library every Saturday from 10:30 am to 11:30 am.
8. Fernanda is coordinating the schedule for the Older Adults Literature and Dance Program with the Livingston County Office for the Aging and the involved dancers.
9. The library has been accepted to be a part of the 2024 OWWL Library System-Bilingual Books Partnership Program. 31 bilingual books were received.

Free Virtual Programs

1. Women's Work: New York Historical Society Exhibition
<https://greenburghlibrary.libcal.com/event/11021450>
Tuesday, March 5, 7 PM
Virtual presentation from Greenburgh Public Library and New York Historical Society and learn about "women's work."
2. Fearless Women: Feminist Patriots from Abigail Adams to Beyoncé
Speaker: Elizabeth Cobbs, Ph.D.
Tuesday, March 5
12:00pm - 1:00pm EST

Elizabeth Cobbs tells the story of women who dared to take destiny into their own hands, and who fueled America's political and economic growth in the process.

Elizabeth Cobbs is a historian, novelist, and documentary filmmaker. Author of nine books, she has won prizes for fiction as well as non-fiction. She has served on the jury for the Pulitzer Prize in History and the Historical Advisory Committee of the U.S. State Department, and written for the *New York Times*, *Financial Times*, *Washington Post*, and Reuters. A Stanford Ph.D., Cobbs is an Emeritus Professor at Texas A&M.

Respectfully submitted,

M. Fernanda Astiz

Mt. Morris Library Board Minutes

Monday, May 6, 2024

6:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Gary Moore, Joanne Privitera, Jon LaDelfa, and Colleen Proctor

Trustees absent: none

Library Director: excused

Others present: Leah Gehrig

Meeting called to order by President Gehrig at 5:02 pm

Motion to approve minutes from March 6, 2023 by G. Moore, 2nd by J. LaDelfa: Motion carried

Motion to approve the Treasurer's Report by G. Moore, 2nd by R. Rudney: Motion carried

Director's Report - will receive for our next meeting

Old Business

- **Motion to approve 2023 Yearly Report** by G. Moore, 2nd by J. Privitera: Motion carried
- Bathroom construction updates
 - Still waiting for results from latest camera inspection
- Outdoor shed
 - Fernanda will order an 8 x 8 free standing shed via Amazon

New Business - none

Programming updates

- Family Fun Night at MMCSO on May 15, 2023 to promote library

Executive Session: none needed

Motion to Adjourn at 5:22 PM by D. Todd, 2nd by J. Privitera: Motion carried

NEXT MTG: Monday, **June 3, 2024** at **5:00PM**

Mt. Morris Library Board Minutes

Monday, June 3, 2024

5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Gary Moore, Joanne Privitera and Jon LaDelfa

Trustee absent: Colleen Proctor and Donna Todd

Others present: Fernanda Astiz, Director

Meeting called to order by President Gehrig at 4:50 PM

Motion to approve minutes from May 6, 2024 by G. Moore, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to approve Treasurer's Report by R. Rudney, 2nd by G. Moore: Motion carried (5 ayes)

- Jon continues advocate for library with Rochester Area Foundation regarding O'Leary's Trust

Motion to approve Director's Report by J. LaDelfa, 2nd by G. Moore: Motion carried (5 ayres)

Old Business

- Bathroom construction updates
- Outdoor shed has been delivered - G. Moore will assemble

New Business

- Library Use MOA and/or Policy
 - Community Organizations need to complete Building Usage Form
- Unattended and Disruptive Children Policy approval at next meeting
- Custodian/janitorial work
- Summer Reading Program
 - Putting info in Shopper and sending info to MM Elem. School
- Service Master cleaning company
 - Use for carpet and windows - will get quote

Programming updates *(See Fernanda's Report)*

- Waiting to hear about grant for Teen and Young Adult Photography

Motion to Adjourn at 5:35 PM by J. Privitera, 2nd by R. Rudney: Motion carried (5 ayes)

NEXT MTG: Monday, July 1, 2024 at 5:00PM

- **Board Members will be emailed policies that need approval**

Mount Morris Library Association

Director's Report, June 3rd, 2024

Budget

Very uplifting results from the Local School District Budget Vote for 2024-25: Proposition #3 Mount Morris Library — Passed 200 to 38. It is similarly encouraging the data analysis done for the Library's Community Report (<https://mountmorris.owwl.org/report-to-the-community/>)

Sharon Stanley's encouraging message:

“The library budget traditionally passed by two to one—you've exceeded that!”

Administrative and Management

Cameron Smith is no longer providing janitorial services to the library. The library is partnering with ARC to provide an internship opportunity for janitorial services. The janitorial services internship agreement with ARC is attached.

Fernanda is looking at other janitorial services options hoping to implement the new arrangement after the construction of the ADA accessible restroom.

According to the records Fernanda gathered, it seems that the *Unattended Children and Behavior Policy*, developed by the former library director, still requires approval from the MM Library Association Board of Trustees.

An agreement or policy may be needed to support the community's usage of the library's grounds and parking lot. The library's Meeting Rooms/Area policy and the MOU drafted for the MM Moms Club can be adapted to fulfill this purpose. The draft of the MOU for the MM Moms Club was sent as an attachment.

Fernanda purchased the 8X8 shed through Amazon. The library should receive it anytime soon. It will require installation. Part of the bushes located on the east side of the building, between the two larger windows, will need to be removed to make space for the shed.

On May 30th, LivCo Library Directors met to plan for the June 6th meeting with County Administrator, Ian Coyle.

Below is one of the many encouraging messages the library receives weekly either directly from community members or through Google Analytics, business profile.

“Great atmosphere! They are always so helpful and easy-going.” Name is withheld to preserve the person's privacy.

Technology/Computer

A new monitor and a computer were ordered a few weeks ago to replace the Chromebook. They will be installed in the next few weeks.

Professional Development

Partnering with the National Library Service to Provide Materials and Services to People with Print Disabilities

Going the Extra Mile: Making Your Library ADA-Friendly Instead of ADA-Compliant

Create Access to Library Services, Programs, and Spaces for Patrons of All Abilities, Needs, and Languages.

Summer Meals and Libraries

Teaching Technology at Your Library

LibAnswers for Public Libraries

Webinar: Book Repair for Libraries (Fernanda and Shelly were in attendance)

ePopUp Library: Share Curated Collections with Your Community!

Salvage Techniques for Paper Collections: Mumford, NY.

Public Wifi, Libraries, and Connecting Communities.

Spring Holdings Staff Workshop

Grants and Donations

Submitted: GVCA Community Grant, 2nd round, for \$1250, for a Teens and Young Adults Photography Program. We may know about its outcome at the end of June.

Submitted: Harold Hacker Fund for the Advancement of Libraries 2024 year. For a project to boost staff professional development. Not granted.

The library has been accepted to be involved in the 2024 OWWL Library System Augmentative and Alternative Communication (AAC) Partnership Program. The library will receive an AAC Board to assist patrons with limited verbal communication, and a set of ten related books to add to its collection.

The library received a couple of donations in celebration of a former board member's 100th birthday.

Programming

The library delivered goodie bags for the children that participated in the Family Fun Night event at Mount Morris Central School. Each bag contained a registration form for a library card, a toy, a MML keychain, a mini book, flyers for our ongoing programs at the library, a bookmark, a pencil, a sticker, and a card with the library hours. A total of 19 bags were given away.

The library offered a total of three events centered around the total solar eclipse. The first program was a grab-and-go; fifteen people showed up to receive their eclipse glasses and a template for a protective case to keep their glasses safe. The second event was an eclipse talk with Solar System Ambassador Damian Allis. The last eclipse event was a talk with local high

school science teacher Ted Sakshaug. Children and adult attendees made protective paper plate masks for their eclipse glasses.

The Easter-themed programs were a jelly bean jar guessing game, an Easter basket drawing, and a mini egg hunt. The jelly bean game had 52 entries and Easter basket drawing had 15 entries. The Easter mini egg hunt had 12 participants.

The library continued to host the MM Moms Club and the ESL group on Saturdays.

Besides the weekly story time, the library offered the One Book, OWWL Kids program in April. Several one-on-one English and Spanish read-aloud sessions were offered for children who attended the library with their caregivers.

Most of April was spent planning and organizing the 2024 Summer Reading Program. The theme this year is *Adventure Begins at Your Library*. Each activity is going to represent a different type of adventure. See attached the Summer Program Flyer with the scheduled events. Themed stickers and bookmarks will be given away this summer. Additionally, the MM Friends of the Library will purchase prizes for the different reading challenges.

The library received a \$50 dollar Wegmans gift card donation to be used as a prize for adult programming.

The library continues its provision of one-on-one computer assistance for interested patrons.

The Language of Dance Program for older adults was very successful. It was facilitated in collaboration with the Livingston County Office for the Aging at the following locations: Mount Morris, Avon, Dansville, and Livonia. Fernanda is planning to expand this program with grant money. She will be applying to obtain additional funding from the GVCA.

Unique library holdings: Seeds and Bike Locks. The Seeds Library program is a collaboration with the MM Community Garden group. Bike locks are meant to incentivize the use of bikes.

Story buddies: Mama Llama, Mother Goose, Octavius, and Sir Frederick. Each of these animatronic toys reads stories out loud to those who would like to listen. Two additional animatronics, a dog and a cat, are on their way. The latter will be library-traveling pets; they will visit nursing homes and MM homes in need of emotional support buddies and read-aloud sessions.

Respectfully submitted,

Dr. M. Fernanda Astiz

Mt. Morris Library Board Minutes

Monday, August 5, 2024

5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Gary Moore, Joanne Privitera, Colleen Proctor, Donna Todd and Jon LaDelfa

Others present: Fernanda Astiz, Director

Meeting called to order by President Gehrig at 4:57 PM

Motion to approve Minutes from June 3, 2023 by D. Todd, 2nd by R. Rudney: Motion carried (7 ayes)

Motion to approve Treasurer's Report by G. Moore, 2nd by C. Proctor: Motion carried (7 ayes)

Motion to approve Director's Report by G. Moore, 2nd by C. Proctor: Motion carried (7 ayes)

Old Business

- Bathroom construction updates.
 - Handicapped Door entrance to be installed Tuesday, August 6th
 - Fernanda needs a schedule of when work will be completed to make arrangements as needed
- Outdoor shed location
 - Can't put by building because of where door is located, but it will fit in corner to parking lot

New Business

- **Motion to approve Unattended and Disruptive Children Policy** by G. Moore, 2nd by C. Proctor: Motion carried (7 ayes)
- Collective Authority review
- Library staff promotion
 - Tabled until September meeting's Executive Session
- 2024 County Pass-thru Grant Information
- S. Gehrig will contact G. Johnson for info on Morris Ridge Grant funding
- LIVCO small grant for small construction projects ineligible for NY Library Construction Aid.
 - Use money to clean library carpet after bathroom install
- Genesee Valley BOCES Creating Healthy Schools and Communities (CHSC) Funding.
 - **Motion to approve MM Library to become a "site"** for the purpose of the Genesee Valley BOCES' "Creating Healthy Schools and Communities Funding Initiative" and agrees to support its goals by D. Todd, 2nd by J. Privitera: Motion carried (6 ayes, 1 abstain - JL)
- Camera will be installed outside back door for safety and security of employees

Programming updates *(See Fernanda's Report)*

- All programs are going well

Executive Session: none needed

Motion to Adjourn at 5:50 PM by J. Privitera, 2nd by R. Rudney: Motion carried (7 ayes)

NEXT MTG: Monday, September 9, 2024 at **5:00PM**

Mt. Morris Library Board Minutes
Monday, September 9, 2024
5:00 PM

Trustees present: Stephanie Gehrig, Gary Moore, Joanne Privitera, Colleen Proctor, Donna Todd, and Jon LaDelfa
Trustees excused: Roselyn Rudney
Others present: Fernanda Astiz, Director

Meeting called to order by President Gehrig at 5:03 PM

Motion to approve Minutes from August 5, 2023 by J. LaDelfa, J. Privitera: Motion carried (6 ayes)

Motion to approve Treasurer's Report by D. Todd, 2nd by G. Moore: Motion carried (6 ayes)

Motion to approve Director's Report by J. Privitera, 2nd by C. Proctor: Motion carried (6 ayes)

- Highlights
 - Programming is going well. Best Summer Reading Program Attendance to date.
 - Rec'd grants to fund Election Day/Voter Registration programs
 - Fernanda working on Personnel Handbook

Executive Session:

- **Motion to enter Executive Session to discuss personnel** at 5:25 PM by D. Todd, 2nd by J. LaDelfa: Motion carried (6 ayes)
 - C. Proctor left 5:45 PM
- **Motion to exit Executive Session at 5:59 PM** by G. Moore, 2nd by D. Todd: Motion carried (5 ayes)
- **Motion to promote** K. Corbett to Sr. Youth Clerk/Library Programming Coordinator at \$19.00/hour retro to July 1st by J. Privitera, 2nd by D. Todd: Motion carried (5 ayes)

Old Business

- Bathroom still waiting on contracts to be sent to S. Gehrig. G. Moore will follow-up on Thursday with Kircher
- Shed built by G. Moore and family

New Business

- Policies to update
 - Review Access Policy Fernanda sent. We will vote at the October meeting
 - Fernanda is still reviewing policy dates and approvals

Programming and other updates (*See Fernanda's Report*)

Motion to Adjourn at 6:03 PM by G. Moore, 2nd by D. Todd: Motion carried (5 ayes)

NEXT MTG: Monday, October 7, 2024 at **5:00PM**

Mt. Morris Library Board Minutes

Monday, October 7, 2024

5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Gary Moore, Joanne Privitera, Colleen Proctor, and Jon LaDelfa

Others present: Fernanda Astiz, Director

Meeting called to order at 5:00 PM

- Rick Lee reviewed his proposal for security system
 - Will increase to ten (10) cameras that will record when motion is detected, hard wired

Motion to approve minutes from September 9, 2023 by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)

Motion to approve Treasurer's report by D. Todd, 2nd R. Rudney: Motion carried (7 ayes)

Motion to approve Director's report by J. LaDelfa, 2nd by D. Todd: Motion carried (7 ayes)

Old Business

- Bathroom Construction
 - Received three contracts for work to be completed. J. LaDelfa will contact Jim Olverd
 - G. Moore will contact Code Enforcement Officer

New Business

- Budget-December
- Cameras
 - **Motion** by D. Todd, 2nd by J. Privitera to give Fernanda authority to accept quotes and hire Rick Lee to install a new camera system. Motion carried (7 ayes)
- Personnel Handbook review
 - Continue to review the document. Fernanda will remove "suggested" items
- Policies to update
 - OK for now
- Construction Grants
 - Suzanne from OWWL is willing to come to our meeting and tell us how to go about applying for the grant

(Colleen Proctor left at 5:45 PM)

Programming updates *(See Fernanda's Report)*

- Discussed Story Time and how to increase participation - suggestion made to have monthly event vs. weekly

Motion to enter Executive Session at 6:08 PM to discuss personnel by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Motion to exit Executive Session at 6:18 PM with no action taken by G. Moore, 2nd by D. Todd: Motion carried (6 ayes)

Motion to Adjourn at 6:25 PM by D. Todd, 2nd by G. Moore: Motion carried (6 ayes)

NEXT MTG: Monday, **November 4**, 2024 at 5:00PM

Mt. Morris Library Board Minutes
Monday, November 4, 2024
5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Gary Moore, and Colleen Proctor,

Trustees excused: Jon LaDelfa and Joanne Privitera

Others present: Fernanda Astiz, Director

Meeting called to order at 5:00 PM by President S. Gehrig

Motion to approve minutes from October 7, 2024 by D. Todd and 2nd by G. Moore: Motion carried (5 ayes)

Budget:

OWWL cost is going up to \$5,752 (about 20%)

Look at combining budget lines of Building Maintenance and Repairs

What is Contract Services

Increase Printing Costs

Will need to increase cleaning especially with new bathroom

Fernanda will send us ideas

Don't touch Library Resources, Holdings, or Postage

Motion to approve Director's Report by G. Moore, 2nd by D. Todd: Motion carried (5 ayes)

Bathroom:

Close November 27th and re-open December 9th

Motion to accept bathroom construction schedule by C. Proctor, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to pay clerks during closure and have director work on a schedule prior to closing by G. Moore, 2nd C. Proctor: Motion carried (5 ayes)

Library Hours and Days of Operation:

Based on attendance counts, the schedule of operation should stay as it is with Sundays and Wednesdays closed, minus Saturdays. Fernanda will check with clerks to see if we can reduce "late night" by one hour.

Motion to reduce Saturday hours to 10AM-1PM beginning January 2025 by D. Todd, 2nd by R. Rudney: Motion carried (5 ayes)

Holidays:

Motion to approve 2025 Holiday Schedule by G. Moore, 2nd by R. Rudney: Motion carried (5 ayes)

Motion to move December meeting to Monday, December 9th due to construction by G. Moore, 2nd by C. Proctor: Motion carried (5 ayes)

Motion to Adjourn by D. Todd, 2nd by C. Proctor: Motion carried (5 ayes)

NEXT MTG: **Monday, December 9, 2024** at 5:00PM

Mt. Morris Library Board Minutes
Monday, December 9, 2024
5:00 PM

Trustees present: Stephanie Gehrig, Roselyn Rudney, Donna Todd, Gary Moore, Jon LaDelfa, Joanne Privitera and Colleen Proctor,
Present via Zoom: Fernanda Astiz, Director

Meeting called to order at 5pm by Stephanie Gehrig

Tour of new bathroom

- Thanks to Jim Olverd and his crew for doing such a great job

Motion to approve minutes from November 4, 2023 by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)

Treasurer's Report

- 2025 Budget reviewed. Fernanda gave input to the Board prior to the meeting.
 - Motion to approve a Tax Cap Override by G. Moore, 2nd by D. Todd: Motion carried (7 ayes)
 - Motion to approve the 2025 budget by J. LaDelfa, 2nd by J. Privitera: Motion carried (7 ayes)

Director's Report

- Motion to approve Director's Report by G. Moore, 2nd by J. Privitera: Motion carried (7 ayes)
 - Fernanda will apply for ALA grant again
 - Fernanda will contact Service Master to clean carpets

New Business

- Construction Grant Workshop
 - January 28, 2025 workshop will be attended by S. Gehrig and Board will watch presentation in chunks during meetings
- Motion to approve Rick Lee's quote for display panel by D. Todd, 2nd by R. Rudney: Motion carried (7 ayes)
- Motion to move Annual Meeting to January 13, 2025 instead of 1/6/25 by C. Proctor, 2nd by G. Moore: Motion carried (7 ayes)

Motion to enter Executive Session: None needed

Motion to Adjourn at 5:45pm by D. Todd, 2nd by C. Proctor: Motion carried (7 ayes)

NEXT MTG: **Annual Meeting:** January 13, 2025 at **5:00PM**
Regular Meeting to follow