

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 01/17/2019

Present: Peter Gamba, Rich Stewart, Kristen Flynn-Comstock, Connie Glover, Deb Connelly, Diane Krans, & Marty (Martha) Roberts.

Excused: Sandi Perl & Kevin McLoud.

Staff: Angela Gonzalez, Director.

The meeting was called to order at about 6:30 p.m. by Chair Peter Gamba.

Public Comment: No members of the public in attendance.

1. Adoption of Agenda. Diane Krans moved to adopt the agenda as amended. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.
2. Approval of Minutes of the December 2018 meeting. Kristen Flynn-Comstock moved to approve the minutes of the December 2018 meeting. The motion was seconded by Diane Krans. The motion passed unanimously.
3. Payment of the Bills. Kristen Flynn-Comstock moved to pay the bills for December 2018. The motion was seconded by Connie Glover. The motion passed unanimously.
6. Library Director's Report. See attached report.
7. Standing Committee Reports:
 - A. Finance Committee. No report.
 - B. Policy Review Committee. No report.
 - C. Building Committee. No report.
 - D. Nominating Committee. Met in January 2019 to discuss anticipated Board vacancy.
 - E. Personnel Committee. No report.
8. Old Business:
 - A. NYSERDA Charge Ready New York Program. Additional information to be provided to the Board in the future.
 - B. Personnel Committee Proposed Personnel Policy. Tabled to February meeting.
 - C. 2019-2023 Strategic Plan. Marty Roberts moved to adopt the 2019-2023 Strategic Plan. The motion was seconded by Deb Connelly. The motion passed unanimously.
 - D. 2019-2020 Finance Committee Proposed Budget. Diane Krans moved as follows:

The Board of Trustees of the Penn Yan Public Library is hereby authorized to adopt a budget of \$722,680 including pay raises going into effect July 1st 2019 for the fiscal year 7/1/19-6/30/20 that requires a real property tax levy in excess of the limit specified in General Municipal Law section 3-C.

The motion was seconded by Deb Connelly. The motion passed unanimously.

9. New Business

A. The February meeting is scheduled for 2/21/19. As school is off that week, we discussed whether we would likely have a quorum. It appears that we will so that meeting will be held that day.

10 Adjourn. Kristen Flynn-Comstock moved that we adjourn. Deb Connelly seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes January 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 02/21/2019

Present: Peter Gamba, Rich Stewart, Sandi Perl, Deb Connelly, Diane Krans, & Marty (Martha) Roberts.

Excused: Kristen Flynn-Comstock, Connie Glover & Kevin McLoud.

Staff: Angela Gonzalez, Director.

Sandi Perl moved that the meeting be called to order. The motion was seconded by Rich Stewart. The motion passed unanimously.

Public Comment: No members of the public in attendance.

1. Adoption of Agenda. Deb Connelly moved to adopt the agenda. The motion was seconded by Rich Stewart. The motion passed unanimously.

2. Approval of Minutes of the January 2019 meeting. Diane Krans moved to approve the minutes of the January 2019 meeting. The motion was seconded by Deb Connelly. The motion passed unanimously.

3. Payment of the Bills. Deb Connelly moved to pay the bills for January 2019. The motion was seconded by Richard Stewart. The motion passed unanimously.

4. Library Director's Report. See attached report.

5. Standing Committee Reports:

A. Finance Committee. No report.

B. Policy Review Committee. Proposed changes to circulation policy will be on the agenda for the next board meeting.

C. Building Committee. No report.

D. Nominating Committee.. There are two candidates running for the two open board seats.

E. Personnel Committee. No report.

6. Old Business:

A. Personnel Committee Proposed Personnel Policy. Deb Connelly moved to accept the updated personnel committee's proposed personnel policy. Rich Stewart seconded the motion and the motion passed unanimously.

7. New Business

A. Possible fund balance ad hoc committee. No need seen to form this committee at this time.

B. Proposed wording change to the Code of Conduct. Will be on agenda for next board meeting.

C. Approve 2017-2018 Annual Report: Sandi Perl moved that we approve the 2017-2018 Annual Report. The motion was seconded by Deb Connelly and was passed unanimously.

D. Friends Annual Meeting: March 7, 2019 at 4 p.m. All are welcome.

8. Adjourn. Deb Connelly moved that we adjourn. Diane Krans seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes February 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 03/21/2019

Present: Peter Gamba, Rich Stewart, Sandi Perl, Deb Connelly, Diane Krans, Kristen Flynn-Comstock, Connie Glover & Kevin McCloud & Marty (Martha) Roberts.
Gonzalez
Staff: Angela Gonzalez, Director.

Guest: Nonie Flynn, Yates County Administrator and Planner, provided information to the Board about the possibility of working with the County on two projects. The first project would be for an electric charging station and the second project would be for a shared buggy shed. The Board indicated it would be interested in additional information about these possible projects.

Comment: No members of the public wishing to comment in attendance.

1. Adoption of Agenda. Marty Roberts moved to adopt the agenda as amended. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.
2. Approval of Minutes of the February 2019 meeting. Diane Krans moved to approve the minutes of the January 2019 meeting. The motion was seconded by Deb Connelly. The motion passed with Kristen Flynn-Comstock, Kevin McCloud, and Connie Glover abstaining.
3. Payment of the Bills for February 2019.. Diane Krans moved to pay the bills for January 2019. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.
4. Library Director's Report. See attached report.
5. Standing Committee Reports:
 - A. Finance Committee. No report.
 - B. Policy Review Committee. No report.
 - C. Building Committee. No report.
 - D. Nominating Committee. No report.
 - E. Personnel Committee. No report.
6. Old Business:
 - A. Loaning videogames to other libraries. Kevin McCloud moved that the Library's general policy be amended to allow video games to be lent through ILL from the Penn Yan Public Library. The motion was seconded by Deb Connelly. The motion passed unanimously.
 - B. Section 8.1 of General Policy-Code of Conduct. Marty Roberts moved that Section 8.1 of The General Policy- Code of Conduct be amended to provide as follows: Patrons will not bring pets or animals into the Library, other than service animals or animals used in Library programs. The motion was seconded by Sandi Perl. The motion passed unanimously.
7. New Business
 - A. Reaffirm updated Library Bills of Rights. Diane Krans moved that the Library adopt the updated Library Bills of Rights to reflect the new article VII which was added on 1/29/19 at the ALA midwinter conference. Said new article provides as follows: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for,

educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information. The motion was seconded by Deb Connelly. The motion passed unanimously.

B. Poll Clerks and Inspectors. Marty Roberts moved that Amy Loveland be appointed Chair of Election and Claudia Guthrie be appointed Chief of Inspection. The motion was seconded by Kevin McCloud and passed unanimously.

C. Reworded Circulation policy. Will be on the agenda at the next meeting.

D. Correction to the Personnel Policy regarding unused personal leave converting to sick leave. Will be on the agenda for the next meeting.

8. Upcoming Dates:

A. April 2, 2019 at 6:30 Public Hearing on the upcoming vote.

B. April 9, 2019 Library vote. Polls open from 9 a.m. to 8 p.m.

.9 Adjourn. Marty Roberts moved that we adjourn. Deb Connelly seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes March 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 04/18/2019

Present: Peter Gamba, Rich Stewart, Sandi Perl, Diane Krans, Deb Connelly, Kevin McCloud & Marty (Martha) Roberts.

Excused: Kristen Flynn-Comstock and Connie Glover.

Staff: Angela Gonzalez, Director.

Chair Peter Gamba called the meeting to order at about 6:30 p.m.

Guest: Michael Willis, Commander of the VFW in Penn Yan. Mr. Willis indicated that the VFW would like to donate a 25' flag pole (with plaque), flag, and solar powered light to the Library to be erected in any spot the Library deems suitable. Sandi Perl moved to accept this donation. The motion was seconded by Kevin McCloud and was approved unanimously.

Guest: Dan Long, Yates County Planner, provided additional information to the Board about the possibility of working with the County on two projects. The first project would be for an electric charging station and the second project would be for a shared buggy shed.

Public Comment: No members of the public in attendance.

1. Adoption of Agenda. Sandi Perl moved to adopt the agenda as amended. The motion was seconded by Deb Connelly. The motion passed unanimously.
2. Approval of Minutes of the March 2019 meeting. Diane Krans moved to approve the minutes of the March 2019 meeting. The motion was seconded by Deb Connelly. The motion passed unanimously.
3. Payment of the Bills for March 2019. Diane Krans moved to pay the bills for March 2019. The motion was seconded by Kevin McCloud. The motion passed unanimously.
4. Library Director's Report. See attached report.
5. Standing Committee Reports:
 - A. Finance Committee. No report.
 - B. Policy Review Committee. No report.
 - C. Building Committee. No report.
 - D. Nominating Committee. No report.
 - E. Personnel Committee. No report.
6. Old Business:
 - A. County Of Yates Parking Lot Charge Station and Buggy Shed Proposal. As noted earlier, additional information about this project was provided by County Planner, Dan Long. The Board agreed to contact our attorney and our insurance agent about the feasibility of these projects from a legal/insurance perspective.
 - B. Reworded Circulation Policy Changes: Diane Krans moved that Sections 3.1 and 3.6 - 3.14 of the Library's General Policy be modified to include the additional language set forth in the attached copy of

these sections which incorporates the proposed additional language. Sandi Perl seconded the motion and it passed unanimously.

C. Correction to the Personnel Policy: Diane Krans moved that the provision of the Library's Personnel Policy related to unused individual employee's personal leave time be amended to add the following: Unused individual employee's personal leave time will be converted to sick leave annually on their original date of hire. Sandi Perl seconded the motion and passed unanimously.

7. New Business

A. Penn Yan Public Library Vote results: The proposed 2019-2020 budget of \$706,480 (a proposed increase of 2.82% over the 2018-2019 budget of \$687,089) was approved. Of the 121 votes cast, 113 were in favor and 9 were opposed. Further, Peter Gamba and Valerie Brechko were elected as Trustees with 118 votes each.

B. Statute of Limitations on Library Fines & Fees. STLS has amended its policy to reflect New York State's 6 year statute of limitations on library fines and fees. This item will be on the agenda for the next meeting.

8. Friends' Request for Assistance: Angela indicated that the Friends are seeking assistance in developing a plan for the 2020 book sale as, among other things, it appears the Library's community room will not be available due to planned Library upgrades. If anyone is interested or knows anyone who might be interested, they are encouraged to reach out to the Friends.

9. Adjourn. Diane Krans moved that we adjourn. Kevin McLoud seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes April 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 05/16/2019

Present: Peter Gamba, Rich Stewart, Diane Krans, Deb Connelly, & Marty (Martha) Roberts.

Excused: Kristen Flynn-Comstock, Kevin McLoud and Connie Glover.

Unexcused: Sandi Perl.

Staff: Angela Gonzalez, Director & Alex Andrasik, Adult Services. Librarian.

Member of the Public: Val Brechko.

Chair Peter Gamba called the meeting to order at about 6:30 p.m.

Public Comment: None.

1. Adoption of Agenda. Deb Connelly moved to adopt the agenda. The motion was seconded by Diane Krans. The motion passed unanimously.
2. Approval of Minutes of the April 2019 meeting. Diane Krans moved to approve the minutes of the April 2019 meeting. The motion was seconded by Deb Connelly. The motion passed unanimously.
3. Payment of the Bills for April 2019. Deb Connelly moved to pay the bills for April 2019. The motion was seconded by Rich Stewart. The motion passed unanimously.
4. Library Director's Report. See attached report.
5. Standing Committee Reports:
 - A. Finance Committee. No report.
 - B. Policy Review Committee. No report.
 - C. Building Committee. No report.
 - D. Nominating Committee. No report.
 - E. Personnel Committee. No report.
6. Old Business:
 - A. County Of Yates Parking Lot Charge Station and Buggy Shed Proposal. Angela reported that the County is preparing a proposed memorandum of understanding. Once we receive their proposal, it will be forwarded to our attorney, Mark Venuti, for his review.
 - B. VFW Donated Flagpole Update and Placement. Angela reported that the flagpole is ready to be installed. Diane Krans moved that the flagpole be placed on the west side entrance to the parking lot in the grassy knoll area. The motion was seconded by Deb Connelly and passed unanimously.
 - C. Statute of Limitations on Library Fines & Fees. Action deferred until next meeting.
7. New Business

A. Empire State Passes: Alex Andrasik indicated the Library had purchased two Empire State Passes which will be available for check out to patrons. He indicated that he hoped to have a proposed policy regarding the use of the Passes available by the next meeting.

B. New Public Library Smoking Ban Laws In NYS. Angela indicated that STLS was working with the Tobacco Free Coalition to obtain the new signage needed by member libraries to comply with the new law.

9. Adjourn. Deb Connelly moved that the meeting be adjourned. Diane Krans seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes May 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 06/20/2019

Present: Peter Gamba, Rich Stewart, Diane Krans, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Sandi Perl & Marty (Martha) Roberts.

Staff: Angela Gonzalez, Director.

Member of the Public: Val Brechko.

Kristen Flynn-Comstock moved that the meeting be called to order. The motion was seconded by Deb Connelly and passed unanimously.

Public Comment: None.

1. Adoption of Agenda. Deb Connelly moved to adopt the agenda as amended. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

2. Approval of Minutes of the May 2019 meeting. Diane Krans moved to approve the minutes of the May 2019 meeting. The motion was seconded by Deb Connelly. The motion passed with seven votes in favor and with Kristen Flynn-Comstock abstaining.

3. Payment of the Bills for May 2019. Deb Connelly moved to pay the bills for May 2019. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

4. Library Director's Report. See attached report.

5. Standing Committee Reports:

A. Finance Committee. No report.

B. Policy Review Committee. No report.

C. Building Committee. No report.

D. Nominating Committee. The committee will be meeting in the near future to discuss filling the vacancy resulting from Kevin McLoud's resignation.

E. Personnel Committee. No report.

6. Old Business:

A. County Of Yates Parking Lot Charge Station and Buggy Run-In Shed Proposal. Diane Krans moved that the Board adopt the proposed agreement between the County of Yates and the Penn Yan Public Library regarding the parking lot charge station and the buggy run-in shed. The motion was seconded by Sandi Perl and passed unanimously.

B. Statute of Limitations on Library Fines & Fees. Kristen Flynn-Comstock moved that the Board adopt proposed Appendix O to the Library's General Policy regarding the statute of limitations on library fines and fees. The motion was seconded by Deb Connelly and passed unanimously.

C. General Policy 4.16 - Empire State Park Passes. Sandi Perl moved that the Board adopt proposed General Policy 4.16 which pertains to the Empire State Park passes. The motion was seconded by Deb Connelly and passed unanimously.

D. Flag Pole Update. Angela reported that the flag pole is in the process of being installed.

E. Parking Lot. Angela reported that the parking lot will be re-sealed and re-stripped in the near future

New Business

A. Appointment of New Part-Time Library Clerks, Erika Holland and Katherine Bassage. Marty Roberts moved that the Board appoint Erika Holland and Katherine Bassage as part-time library clerks. The motion was seconded by Deb Connelly and passed unanimously.

B. PYPL Values Statements. A proposed value statement was presented and will be discussed again at the next Board meeting.

C. Tree. Angela reported that the tree near the book drop will need to be taken down and will be replaced with another tree.

D. Check Signors. Kristen Flynn-Comstock volunteered to replace Rich Steward as a check signor.

E. Richard Stewart's Final PYPL Board of Trustees Meeting. The Board thanked Rich for his years of service to the Library and wished him the best in all his future endeavors.

9. Adjourn. Marty Roberts moved that the meeting be adjourned. Deb Connelly seconded the motion and it passed unanimously.

Respectfully submitted,

Marty Roberts

library minutes June 2019

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 08/15/2019

Present: Peter Gamba, Diane Krans, Kristen Flynn-Comstock, Val Brechko, & Marty (Martha) Roberts.

Excused: Connie Glover, Sandi Perl, & Deb Connelly.

Staff: Angela Gonzalez, Director.

Member of the Public: Mike Ballard.

Public Comment: None.

1. Adoption of Agenda. Kristen Flynn-Comstock moved to adopt the agenda as amended. The motion was seconded by Val Brechko. The motion passed unanimously.
2. Approval of Minutes of the June 2019 meeting. Tabled to the September 2019 meeting.
3. Payment of the Bills for June & July 2019. Kristen Flynn-Comstock moved to pay the bills for June & July 2019. The motion was seconded by Val Brechko. The motion passed unanimously.
4. Library Director's Report. See attached report.
5. Standing Committee Reports:
 - A. Finance Committee. No report.
 - B. Policy Review Committee. No report.
 - C. Building Committee. No report.
 - D. Nominating Committee. No report.
 - E. Personnel Committee. No report.
6. Old Business:
 - A. County Of Yates Parking Lot Charge Station and Buggy Run-In Shed Proposal Update. Angela reported that the proposed buggy run-in shed proposal was approved at the 8/13/19 Hist Comm meeting.
 - B. Flag Pole Update. Angela reported that the flag pole has been installed and that she sent a thank you note to the VFW.
 - C. PYPL Values Statement. Kristen Flynn-Comstock moved that the Board adopt the PYPL Values statements attached to these minutes. The motion was seconded by Diane Krans and passed unanimously.

New Business

- A. Appointment of New PYPL Trustee. Diane Krans moved to appoint Mike Ballard to serve out the unexpired term of former board member Kevin McLoud. The motion was seconded by Val Brechko and passed unanimously.

B. Construction Grant Resolution Assurances. Kristen Flynn-Comstock moved that the Board approve the assurances set forth in the Public Library Construction Grant Program. The motion was seconded by Val Brechko and passed unanimously.

C. Bank Signatories' Resolutions.

1. Lyons National Bank: Val Brechko moved that the Board appoint Angela Gonzalez, Sandra Perl, Peter Gamba and Kristen Flynn-Comstock as signatories on the PYPL accounts with Lyons National Bank. The motion was seconded by Diane Krans and was approved unanimously.

2. Community Bank: Val Brechko moved that the Board appoint Angela Gonzalez, Sandra Perl, Peter Gamba and Kristen Flynn-Comstock as signatories on the PYPL accounts with Community Bank. The motion was seconded by Diane Krans and was approved unanimously.

D. Officer Election: Tabled to September 2019 meeting.

E. Board Committee Assignments: Tabled to September 2019 meeting.

F. Annual Meeting Resolutions:

1. Pre-payment of recurring claims. Tabled to September 2019 meeting.

2. Kristen Flynn-Comstock moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the designation of Penn Yan Chronicle Express as the Official Newspaper for the Library. The motion was seconded by Val Brechko and passed unanimously.

3. Diane Krans moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the appointment of Wendy Bailey as the Board Treasurer. The motion was seconded by Kristen Flynn-Comstock and passed unanimously.

4. Kristen Flynn-Comstock moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the appointment of Christopher Harris as the External Auditor. The motion was seconded by Val Brechko and passed unanimously.

5. Diane Krans moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the appointment of Mark Venuti as the Library Attorney. The motion was seconded by Kristen Flynn-Comstock and passed unanimously.

6. Kristen Flynn-Comstock moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the authorization of the Executive Director to certify payrolls. The motion was seconded by Diane Krans and passed unanimously.

7. Kristen Flynn-Comstock moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the authorization of the Executive Director to make grant applications. The motion was seconded by Diane Krans and passed unanimously.

8. Val Brechko moved that the PYPL Board of Trustee resolve for the 2019-2020 fiscal year the designation of Lyons National Bank, Community Bank, Bank of the Finger Lakes, and Five Star Bank as depositories for the Library. The motion was seconded by Diane Krans and passed unanimously.

9. Adjourn. Marty Roberts moved that the meeting be adjourned. Val Brechko seconded the motion and it passed unanimously.

Respectfully submitted,
Marty Roberts

August

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
MINUTES - MEETING OF 09/19/2019

Present: Peter Gamba, Deb Connelly, Diane Krans, Kristen Flynn-Comstock, Val Brechko, & Marty (Martha) Roberts.

Excused: Connie Glover & Mike Ballard.

Unexcused: Sandi Perl.

Staff: Angela Gonzalez, Director.

Guest: Pat Selwood, President of the Friends of the Penn Yan Public Library. Pat encouraged all Board members to become Friends of the PYPL.

Public Comment: None.

1. Adoption of Agenda. Deb Connelly moved to adopt the agenda as amended. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

2. Approval of Minutes of the June 2019 meeting. Diane Krans moved to approve the minutes of the June 2019 meeting as submitted. The motion was seconded by Deb Connelly. The motion passed with five votes in favor and with Val Brechko abstaining.

3. Approval of Minutes of the August 2019 meeting. Val Brechko moved to approve the minutes of the August 2019 meeting as submitted. The motion was seconded by Kristen Flynn-Comstock. The motion passed with five votes in favor and with Deb Connelly abstaining.

4. Payment of the Bills for August 2019. Marty Roberts moved to pay the bills for August 2019. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

4. Library Director's Report. See attached report.

5. Standing Committee Reports:

A. Finance Committee. No report.

B. Policy Review Committee. No report.

C. Building Committee. No report.

D. Nominating Committee. No report.

E. Personnel Committee. No report.

6. Old Business:

A. County Of Yates Parking Lot Charge Station and Buggy Run-In Shed Proposal Update. Angela reported that the shed was ordered on 8/21/19 and is expected to be delivered in six to eight weeks from that date. Angela also reported that County has ordered the charge station.

B. Officer Election: Marty Roberts moved that the Board approve the following slate of officers for the fiscal year ending June 30, 2020: Peter Gamba - President, Val Brechko - Financial Officer and Deb Connelly - Secretary. Diane Krans seconded the motion and it passed unanimously.

C. Board Committee Assignments. Peter Gamba made some appointments to the Board Committees and will speak with absent Board members regarding what Board Committees they would be interested in serving on before finalizing the appointments.

D. Pre-Payment of recurring claims: Kristen Flynn-Comstock moved that the PYPL Board of Trustees resolve for the 2019-2020 fiscal year to pre-pay recurring claims: utilities, personnel costs, workers compensation and building insurance. The motion was seconded by Val Brechko and passed unanimously.

7. Adjourn. Deb Connelly moved that the meeting be adjourned. Marty Roberts seconded the motion and it passed unanimously.

Respectfully submitted,
Marty Roberts

September

Penn Yan Public Library
Board Meeting Minutes
Thursday, November 21, 2019

Present: Peter Gamba, Martha (Marty) Roberts, Val Brechko, Diane Krans, Mike Ballard, Deb Connelly, Connie Glover, Kristen Flynn-Comstock, Sandi Perl

Staff: Angela Gonzalz, Director

Meeting called to order by Peter Gamba at 6:30

Public Comment: none

1. Adoption of the agenda: Val Brechko moved to adopt the agenda. Motion seconded by Mike Ballard. Motion passed unanimously.

2. Approval of minutes for the October 2019 meeting: Diane Krans moved to approve the minutes of the October 2019 meeting minutes as submitted. Val Brechko seconded the motion. Motion passed with 6 votes and 3 abstentions.

3. Payment of the bills for October 2019. Marty Roberts moved to pay the bills for September 2019. The motion was seconded by Kristen Flynn-Comstock and passed unanimously.

4. Library director's report: see attached.

5. Standing Committee Reports:
 - a. Finance Committee: Scheduling a meeting for the first week in December.
 - b. Policy Review Committee: Did not meet.
 - c. Building Committee: Met on October 28th with engineer. Will be sending revised schedule that will increase the cost by roughly \$3000 due to revised plans.
 - d. Nominating Committee: Did not meet. Will plan to meet in January.
 - e. Personnel Committee: Met on 10/30/19, and 11/21/19. Health insurance costs have gone up; committee recommendation is to increase the library's contribution to the maximum amount allowed under the QH

6. Old Business:
 - a. Rebranding update: New logo and catch phrase have been decided upon and the library is moving forward with implementing them.

b. Weathervane update: No update.

7. New Business:

- a. Proposed automatic renewal 1/1/20: *first renewal will be automatic for all materials except new items, those with holds and new DVD's*. Vote will be next month.
- b. Proposed *with and without donor restrictions* language in Financial Policy: will vote on next month.
- c. Proposed Empire Passes policy update: staff proposed change to only allow adults to take out the pass. Some discussion regarding pros and cons, can be further discussed at the next meeting prior to voting.
- d. *Staff holiday brunch and art project Tuesday, December 10, library to open at 11:30 am. Kristen Flynn Comstock made a motion to have the library open at 11:30 on Tuesday, December 10th. Seconded by Marty Roberts. Passed unanimously.
- e. Executive Session- personnel matters
- f. Marty made a motion to go into executive session to discuss a personnel matter. Seconded by Diane Krans.
- g. Marty made a motion to end executive session, Kristyn Flynn-Comstock seconded and it passed unanimously.

8. Adjourn: Marty Roberts moved to adjourn the meeting, Kristen Flynn-Comstock seconded the motion and it passed unanimously.

Respectfully submitted,
Deb Connelly

Penn Yan Public Library
Board Meeting Minutes
December 19, 2019

Present: Peter Gamba, Martha (Marty) Roberts, Val Brechko, Diane Krans, Mike Ballard, Deb Connelly, Connie Glover

Excused: Kristen Flynn-Comstock, Sandi Perl

Unexcused:

Staff: Angela Gonzalz, Director

Meeting called to order by Peter Gamba at 6:30

Public Comment: none

1. Adoption of the agenda: Mike moved to adopt the agenda. Motion seconded by Diane. Motion passed unanimously.
2. Approval of minutes for the November, 2019 meeting: Diane moved to approve the minutes of the November 2019 meeting minutes as submitted. Mike seconded the motion. Motion passed unanimously.
3. Payment of the bills for November 2019. Marty moved to pay the bills for November 2019. The motion was seconded by Val Brechko and passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Met 12/3/19 and 12/4/19
 - Attempting to move all hourly employees to at least \$15.00/hr by summer 2020 if possible.
 - b. Policy Review Committee: did not meet
 - b. Building Committee: did not meet
 - b. Nominating Committee: Needs to meet in January.
 - b. Personnel Committee: Angela will provide updated information regarding proposed salaries/wages for personnel committee to look at, for the 2020/21 budget.
6. Creation of a new adhoc committee: Peter would like to create an adhoc committee to look at salary/wage goals for the next 3-5 years (Deb, Sandi, Val)
7. Old Business:
 - a. HVAC update-revised calendar: Advertising will be in February with bidding in March and construction begins after that.
 - b. Proposed automatic renewal to start 1/1/20. Diane moved to revise the loan policy to allow for automatic first renewal, Val Brechko seconded. Motion approved unanimously.
 - c. Proposed *with and without donor restrictions* language in Financial Policy: Val moved to approve the changes in policy wording, Mike seconded. Passed unanimously.
 - d. Proposed Empire Pass policy update: Marty moved to update the policy to have only adult card holders be able to take out the Empire Passes. Val seconded. Passes unanimously.

8. New Business:
 - a. 990 and NYS AUD (January): Angela to provide board with necessary documents to review, with vote in January.
 - b. 2020/21 Finance Committee Proposed Budget: Postpone presentation until January 16th meeting and anticipated approval until February 20th
 - c. Set 202 vote date, suggesting Tuesday May 5th Marty moved to set the 2020 vote date to Tuesday May 5, 2020, Diane Seconded. Approved unanimously.
 - d. Tax Cap Override resolution

Whereas, the adoption of the 2020-2021 budget for the Penn Yan Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; Now therefore be it Resolved that the Board of Trustees of the Penn Yan Public Library voted and approved to exceed the tax levy limit for 2020 by at least the sixty percent of the board of trustees as required by state law on December 19th 2019.

Diane moved to adopt the override resolution, Marty seconded, passed unanimously.
9. Adjourn: Marty moved to adjourn the meeting, Diane seconded. Passed unanimously.

Respectfully submitted,
Deb Connelly