

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

Penn Yan Public Library
Board Meeting Minutes
January 16, 2020

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

Staff: Angela Gonzalz, Director

Meeting called to order by Peter Gamba at 6:30

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Val Brechko
Motion seconded by: Marty Roberts
Motion passed unanimously.
2. Approval of minutes for the December, 2019 meeting:
Motion to approve the minutes of the December 2019 meeting minutes made by: Diane Krans
Motion seconded by: Marty Roberts
Motion passed with 6 votes.
Abstentions: Sandi Perl, Kristen Flynn-Comstock
3. Payment of the bills for December 2019.
Motion to pay the bills for December 2019 made by: Marty Roberts
Motion was seconded by: Kristen Flynn-Comstock
Motion passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Did not meet
 - d. Nominating Committee: Met tonight, three terms are up this year (Deb, Sandy and Mike), Sandy will not be re-running, 4 names were offered as possible nominees. Nominating committee will begin their search, keeping in mind the need for diversity
 - e. Personnel Committee: Needs to meet to discuss annual director evaluation
6. Old Business:
 - a. 990
Motion made by Marty Roberts to approve the 990 form for the period July 1, 2018-June 30, 2019, which has been submitted to the IRS.
Motion seconded by Val Brechko.
Passed unanimously.

7. New Business:
 - a. 2020-2021 Budget- needs to be approved in February 2020. Vote is May 5, 2020, budget hearing is scheduled for April 28, 2020
 - b. ADA Compliance committee (Board members include Kristen, Deb, Mike) meeting Tuesday, January 28th at 5 PM. This initial meeting is a brainstorming meeting to discuss "redesigning space".
 - c. Board member painting project with Melissa is scheduled to take place before the February 20th board meeting at 5:30.
 - d. The Friends annual meeting is scheduled for Thursday, April 2, 2020 at 4:00 PM.

8. Adjourn:

Motion to adjourn the meeting made by: Marty Roberts
Motion seconded by: Diane Krans
Motion passed unanimously.

Respectfully submitted,
Deb Connelly

Penn Yan Public Library
Board Meeting Minutes
February 20, 2020

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

Staff: Angela Gonzalz, Director

Meeting called to order by Peter Gamba at 6:30

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Val Brechko
Motion seconded by: Marty Roberts
Motion passed unanimously.
2. Approval of minutes for the January, 2020 meeting:
Motion to approve the minutes of the January 2020 meeting minutes as submitted made
by: Diane Krans
Motion seconded by: Marty Roberts
Motion passed unanimously.
3. Payment of the bills for January 2020.
Motion to pay the bills for January 2020 made by: Marty Roberts
Motion was seconded by: Connie Glover
Motion passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Reviewing plans to make sure the changes that have been requested are being made. Advertisements for bids are out.
 - d. Nominating Committee: Met previously. One interested person is in the process of "interviewing", waiting to hear from her if she is interested. Considering advertising to encourage interested people to come in and talk with Peter.
 - e. Personnel Committee: Met and will be distributing forms to staff to complete, and will try to have all responses by Friday, March 6th.
 - f. PYPL ADA Committee: Met on 1/28/20 and shared many ideas. The next meeting will focus on setting main goals and formulating steps and simplified drawings.
6. Old Business:
 - a. 2019 NYS Audit
 - i. Motion to approve the amended NYS AUD annual update document
Made by Kristen Comstock

Seconded by: Diane Krans
Passed unanimously

b. 2020-2021 Budget

- i. Motion to approve the budget for the year 2020-2021 made by Diane Krans
Seconded by Kristen Comstock
Passed unanimously

7. New Business:

- a. Marty Roberts moved that the Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the 2018-2019 annual report was reviewed and accepted by the library board on 2/20/20.

Motion was seconded by Kristen Comstock, and it passed unanimously.

8. Adjourn:

Motion to adjourn the meeting made by: Val Brechko

Motion seconded by: Marty Roberts

Motion passed unanimously.

Respectfully submitted,
Deb Connelly

Penn Yan Public Library
Board Meeting Minutes
March 19, 2020

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

Staff: Angela Gonzalez, Director
Alex Andrasik

Meeting conducted via phone conference due to the State of Emergency in Yates County, with subsequent closing of businesses and restrictions on group gatherings. The meeting will be recorded and made available to the public.

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Kristen Flynn-Comstock
Motion seconded by: Diane Krans
Motion passed unanimously.
2. Approval of minutes for the February, 2020 meeting:
Motion to approve the minutes of the February 2020 meeting minutes as submitted
made by: Diane Krans
Motion seconded by: Kristen Flynn-Comstock
Motion passed unanimously.
3. Payment of the bills for March 2020.
Motion to pay the bills for March 2020 made by: Valerie Brechko
Motion was seconded by: Diane Krans
Motion passed unanimously.
4. Library director's report: see attached.
 - a. Friends meeting for April 2 is being postponed.
 - b. Library vote should be on track, as long as school is back in session.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet.
 - b. Policy Review Committee: Did not meet.
 - c. Building Committee: Received bids for the HVAC project, will meet to discuss.
 - d. Nominating Committee: Did not meet
 - e. Personnel Committee: Director evaluations are in and will be shared with Peter to review with Angela.
6. Old Business:

- a. HVAC update: Committee received bids yesterday. One bid was significantly lower than the others, and the engineer has experience with that company. He is getting more references for that company (which is out of Binghamton). Committee will decide which bid to accept.
 - b. ADA compliance committee update: Because of the light fixtures, moving the shelving may not be a reasonable option. While the building is closed, staff will be doing some rearranging of the books on the lower shelves.
 - c. Schedule Salary Projection Planning Committee meeting: on hold until further notice
7. New Business:
- a. Coronavirus- PYPL disaster plan expanded staff procedures
Staff will be paid during the emergency, as per the **PYPL Personnel Policy 3.5, Emergency Closings**: *Employees who are sent home or instructed not to come to work when the library closes due to extreme weather conditions, or for other emergency situations, will be paid for their normally scheduled hours. The library needs a quarantine plan/policy.*
 - b. Valerie Brechko moved that *The PYPL Board of Trustees resolves to close the PYPL due to the COVID-19 virus. The closure will begin March 16, 2020, and will be reassessed when the PYPCD opens again.*
Diane Krans seconded the motion.
Motion passed unanimously.
 - c. Motion made by Deb Connelly that *The PYPL Board of Trustees resolves to ensure all current part-time and full-time staff, in accordance with our emergency closure policy, will continue to receive their same payroll and benefits during the duration of an emergency COVID-19 closure.*
Seconded by Diane Krans
Motion passed unanimously.

From Peter and Angela: Thank you to everyone for your support of the library and the employees during this time.

8. Adjourn:
Motion to adjourn the meeting made by: Kristen Flynn-Comstock
Motion seconded by: Valerie Brechko
Motion passed unanimously.

Respectfully submitted,
Deb Connelly

Penn Yan Public Library
Board Meeting Minutes
April 23, 2020

Present via phone: Peter Gamba, Martha (Marty) Roberts, Val Brechko, Diane Krans, Deb Connelly, Sandi Perl, Connie Glover

Excused:

Unexcused: Mike Ballard, Kristen Flynn-Comstock

Staff: Angela Gonzalez, Director
Alex Andrazik

Meeting conducted via phone conference due to the State of Emergency in Yates County, with subsequent closing of businesses and restrictions on group gatherings. The meeting will be recorded and made available to the public.

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Marty Roberts
Motion seconded by: Val Brechko
Motion passed unanimously.
2. Approval of minutes for the March, 2020 meeting:
Motion to approve the minutes of the March 2020 meeting minutes as submitted made by Diane Krans:
Motion seconded by: Marty Roberts
Motion passed unanimously.
Abstained: Sandi Perl
3. Payment of the bills for March 2020.
Motion to pay the bills for March 2020 made by Marty Roberts:
Motion was seconded by: Connie Glover
Motion passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet, but there are concerns regarding proposed budget with the current state of the state; see new business.
 - b. Policy Review Committee: Reviewed policy below for quarantine
 - c. Building Committee: Did not meet
 - d. Nominating Committee: Did not meet, but is looking for another nominee.
 - e. Personnel Committee: Did not meet
 - f. PYPL ADA Committee: Did not meet
6. Old Business:
 - a. HVAC update: Don working on contract, Peter checked references and was happy with reviews. Angela needs to sign and return the contract and work can begin after the "pause" ends.

- b. ADA compliance committee update: Randy has moved some furniture and books will be rearranged so there are no books on the bottom shelves.
 - c. Schedule Salary Projection Planning Committee meeting for June. On hold due to budget/financial concerns.
7. New Business:
- a. Budget Vote: Budget vote calendar: the board can vote to have the new vote date June 30th, but if the board wants to keep the budget the same as last year there does not need to be a vote.
 - Sandi Perl Moved to have the new budget vote date June 30, 2020
 - Seconded by Marty Roberts
 - Passed unanimously.
 - b. Reopening: Waiting for additional direction from STLS and the government.
 - c. 3.5.1 Quarantine Closing
 - If full-time, permanent part-time or part-time PYPL employees are required to remain absent because of quarantine imposed by a governing authority, they will be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (permanent part-time and part-time hours will be based on an average of the most recent three typical pay periods).
 - To be eligible for compensation during quarantine leave, full-time and regular part-time employees must be ready, willing and able to work remotely on projects identified by the Executive Director. When performing tasks remotely, employees must log time worked.
8. Adjourn:
Motion to adjourn the meeting made by: Marty Roberts
Motion seconded by: Diane Krans
Motion passed unanimously.

Respectfully submitted,
Deb Connelly

Penn Yan Public Library
Board Meeting Minutes
May 21, 2020

Present via phone: Peter Gamba, , Val Brechko, Deb Connelly, Kristen Flynn-Comstock, Sandi Perl, Martha (Marty) Roberts

Excused:

Unexcused: Mike Ballard, Connie Glover, Diane Krans

Staff: Angela Gonzalez, Director
Alex Andrasik

Meeting conducted via phone conference due to the State of Emergency in Yates County, with subsequent closing of businesses and restrictions on group gatherings. The meeting will be recorded and made available to the public.

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Marty Roberts
Motion seconded by: Kristen Flynn-Comstock
Motion passed unanimously.
2. Approval of minutes for the April, 2020 meeting:
Motion to approve the minutes of the April, 2020 meeting minutes as submitted made by:
Marty Roberts
Motion seconded by: Sandi Perl
Motion passed with one abstention by Kristen Flynn Comstock
3. Financial Review
Payment of the bills for April 2020:
Motion to pay the bills for April 2020 made by: Marty Roberts
Motion was seconded by: Kristen Flynn-Comstock
Motion passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: See old business
 - d. Nominating Committee: Did not meet
 - e. Personnel Committee: Did not meet
6. Old Business:
 - a. HVAC update: Work was supposed to start Monday the 18th, but it was postponed until next Wednesday (5/27). Work should take approximately 6 weeks.

7. New Business:

Reopening Committee: Met 5/20/20, will be meeting weekly beginning May 27th at 2:30. Amy, Alex and Sarah will all be helping to write portions of the reopening plan to be compiled and submitted to the state. Brian from STLS has been meeting with all counties, and met with Yates County today. General consensus is that libraries are aiming to open for curbside service on June 29th. Yates libraries will collaborate to provide uniform information to patrons on the reopening procedures. Summer youth programming will likely all be online.

Motion was made to accept the quarantine closing policy (3.5.1 See below) by Valerie Brechko.

Motion was seconded by Marty Roberts. Motion passed unanimously.

3.5.1 Quarantine Closing

If full-time, permanent part-time or part-time PYPL employees are required to remain absent because of quarantine imposed by a governing authority, they will be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (permanent part-time and part-time hours will be based on an average of the most recent three typical pay periods).

To be eligible for compensation during quarantine leave, full-time and regular part-time employees must be ready, willing and able to work remotely on projects identified by the Executive Director. When performing tasks remotely, employees must log time worked.

Virtual Programming Policy: Alex discussed the benefits of virtual programming and that this method will continue even following the reopening. Due to this, there should be a policy regarding Virtual Programming Rules and Regulations:

10.4 Virtual programming

Virtual programming selection mirrors the guidelines established in the general programming policy. Programs are chosen and executed in order to fulfill the library's mission and strategic plan goals. PYPL is dedicated to open access to ideas and information, an ethos that will be reflected in virtual program selection.

Virtual program platforms will be selected by library staff according to the needs of each program (i.e. whether public interaction is required, the need for screen sharing, etc.). The primary platforms for virtual programs will be Zoom and Facebook Live, but library staff reserve the right to introduce other platforms as need and program design dictate. Library staff will take responsibility for understanding digital security and privacy risks associated with digital platforms and for communicating those to attendees, if necessary.

Attendees at virtual programs are expected to abide by the library code of conduct; behavior at virtual events should be no different from expected behavior on library premises. Attendees and presenters are expected to treat others with respect. While attendees may interact with each other, staff, and presenters via live audio or chat within program platforms, sharing inappropriate speech, images and links will not be tolerated, and participants using them may be removed from programs via the means available on the digital platform in use. What constitutes "inappropriate" speech, images and

links is at the discretion of library staff. Attendees may not share their screens unless invited to do so by staff or presenters.

Library staff recognize the unique advantages afforded by virtual programming. This programming is able to reach patrons regardless of patrons' mobility and geographic location. At the same time, virtual programming presents unique access issues relating to technology and physical disabilities. PYPL may offer a variety of programs on multiple platforms in order to best reach and serve patrons with a variety of needs. Where possible, PYPL will record and post virtual programs for later access; make available closed captioning on recorded programs; broadcast images with the best, clearest quality possible; offer technology trouble-shooting for attendees, and request feedback from patrons on desired accessibility accommodations.

8. Adjourn:
Motion to adjourn the meeting made by: Marty Roberts
Motion seconded by: Kristen Flynn Comstock
Motion passed unanimously.

Respectfully submitted,
Deb Connelly

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY June 18th, 2020

The library board meeting was held via Zoom teleconference due to the closure of the library during the Covid-19 pandemic.

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Val Brechko, Sandi Perl, Elizabeth Burris-Chase, Angela Gonzalez, Alex Andrasik

Excused:

Unexcused: Mike Ballard

Call to Order

1. **Public Comment:** no public comment

2. ***Resolution to approve the following:**
 - a. Adoption of 6/18/20 Agenda:
Moved: Diane Krans Seconded: Kristen Flynn-Comstock
Approved: 8-0 Abstentions:

 - b. May 2020 minutes as submitted:
Moved: Kristen Flynn-Comstock Seconded: Val
Approved: 7-0 Abstentions: 1 (Diane Krans)

 - c. Payment of bills for May 2020:
Moved: Marty Roberts Seconded: Kristen Flynn-Comstock
Approved: 8-0 Abstentions:

 - d. Appointment of Diane Krans as a signor with the PYPL bank accounts at Lyons National Bank and Community Bank
Moved: Marty Roberts Seconded: Kristen Flynn
Approved: 7-0 Abstentions: 1 (Diane Krans)

3. **Library Director's Report:** see attached
Amy and Claudia will be resigning effective at the end of the summer. Phil resigned effective 6/19/2020 for personal reasons. A previous applicant has already been approved through civil service, and will be offered the current opening.

4. **Standing Committee Reports**
 - a. Finance Committee (met 6-4): Approved the new proposed budget to move ahead for approval by the board
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Did not meet
 - d. Nominating Committee: Did not meet
 - e. Personnel Committee (met 6-1): Discussed the alternative budget to present to the finance committee

5. **Old Business**
 - a. HVAC Update: Work has begun and is progressing nicely. No bill has been submitted yet.

6. New Business

- a. *Appointment of Deb Connelly and Elizabeth Burriss-Chase for a one year term
Moved: Kristen Flynn-Comstock Seconded: Marty Roberts
Approved: 7-0 Abstentions: 1 (Deb Connelly)
- b. Ad-Hoc Re-Opening Committee (met 5-20 and 5-27)
 - i. PYPL Reopening Safety Plan: Staff is meeting again on Monday to work on the second library re-opening phase. Committee will meet again in the next couple of weeks.
- c. *Resolution to adopt the following policies:
 - i. *Virtual Programming Policies:
Moved: Deb Connelly Seconded: Val Brechko
Approved: 8-0 Abstentions:

- Virtual programming selection mirrors the guidelines established in the general programming policy. Programs are chosen and executed in order to fulfill the library's mission and strategic plan goals. PYPL is dedicated to open access to ideas and information, an ethos that will be reflected in virtual program selection.
- Virtual program platforms will be selected by library staff according to the needs of each program (i.e. whether public interaction is required, the need for screen sharing, etc.). The primary platforms for virtual programs will be Zoom and Facebook Live, but library staff reserve the right to introduce other platforms as need and program design dictate. Library staff will take responsibility for understanding digital security and privacy risks associated with digital platforms and for communicating those to attendees, if necessary.
- Attendees at virtual programs are expected to abide by the library code of conduct; behavior at virtual events should be no different from expected behavior on library premises. Attendees and presenters are expected to treat others with respect. While attendees may interact with each other, staff, and presenters via live audio or chat within program platforms, sharing inappropriate speech, images and links will not be tolerated, and participants using them may be removed from programs via the means available on the digital platform in use. What constitutes "inappropriate" speech, images and links is at the discretion of library staff. Attendees may not share their screens unless invited to do so by staff or presenters.
- Library staff recognize the unique advantages afforded by virtual programming. This programming is able to reach patrons regardless of patrons' mobility and geographic location. At the same time, virtual programming presents unique access issues relating to technology and physical disabilities. PYPL may offer a variety of programs on multiple platforms in order to best reach and serve patrons with a variety of needs. Where possible, PYPL will record and post virtual programs for later access; make available closed captioning on recorded programs; broadcast images with the best, clearest quality possible; offer technology trouble-shooting for attendees, and request feedback from patrons on desired accessibility accommodations.

- **Temporary policies (to be voted on next month)**

Due to the continued impact of the Covid-19 virus pandemic, the following policies are in effect until further notice:

- While present in the library building, any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.

- While in the library building, household members are not required to maintain the recommended minimum social distance from other household members. Anyone who is unable to maintain social distance while unsupervised must be accompanied by someone who can supervise them.
- The accrual of all overdue fines are suspended.
- The total number of check-outs per cardholder is limited to 10 items.
- All library services and operations, such as circulation of materials, in-person programming, public computer use, etc., are limited at staff discretion based on safety restrictions made necessary by the ongoing Covid-19 pandemic. These services and operations are subject to temporary modification to continue meeting patron needs, e.g. by instituting a curbside pickup process.

- ii. *Reopening for curbside services starting 6-29-20
 Moved: Marty Roberts Seconded: Kristen Flynn-Comstock
 Ammended motion to reopen for curbside services *intending to start on 6/29/2020*
 Moved: Valerie Brechko Seconded: Sandi Perl
 Approved: 8-0 Abstentions:

- d. *Finance Committee Proposed 20-21 Budget (no tax increase)
 Moved:Diane Krans Seconded: Kristen Flynn-Comstock
 Approved: 8-0 Abstentions:

e. Proposed Anti Racism resolutions

- i. *Resolved, to develop specific action points addressing racist violence and discrimination against black, indigenous and Latino people of color into America, and to adopt them into our current Strategic Plan.*

Proposed Strategic Plan Section
Commit to antiracist service strategies and greater, more tangible support for community diversity.
Objective 1: Incorporate education into programs and displays on black, indigenous and Latino people of color’s unique experiences that are typically invisible to white people.

Objective 2: Actively seek more diverse viewpoints to offer the community and share the news, narratives, and cultural expressions of black, indigenous and Latino people of color.

Objective 3: Cultivate active partnerships with black, indigenous, and Latino-led and -focused organizations in our region.

Action Ideas

- Investigate and explore in programming, displays, and outreach the special implications of technology, history, sustainability, culture and language on black, indigenous and Latino people of color, for example, the impact of the digital divide on these communities, or the influence of French colonialism on African culture.
- Invite a minimum of 6 own voices speakers from black, indigenous, and Latino people of color communities per fiscal year, making use of video meeting platforms when necessary.
- Host a rotating gallery of art by black, indigenous and Latino creators year-round—not just during special observation months.

- Draw white citizens into important conversations by hosting an ongoing antiracist book and discussion group.
- Reach out to and partner with Showing Up for Racial Justice (SURJ) Rochester to develop greater understanding of the issues and for information and support in bringing this knowledge to the Penn Yan community.

ii. *Resolved, to release an official public statement expressing solidarity with, and our intent to actively support, black, indigenous and Latino people of color through the action points adopted into our current Strategic Plan.*

Moved: Valerie Brechko

Seconded: Connie Glover

Approved: 8-0

Abstentions:

Proposed Statement

Penn Yan Public Library stands with citizens seeking to end racial injustice, and we commit to actively engaging with the struggle against this defining ill of our society. At this moment in history, it's impossible to ignore that our tradition of service and respect requires taking an unambiguous stance against the violence and discrimination that disproportionately target Black, Indigenous and Latinx people of color.

Penn Yan Public Library supports the Black Caucus of the American Library Association and their Statement Condemning Increased Violence and Racism Towards Black Americans and People of Color. We join numerous other libraries in speaking out on this issue and we are adopting a new section to our current strategic plan laying out specific actions that we will take. It can be found on our website or upon request in the coming weeks.

7. Adjourn:

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 8-0

Abstentions:

- Items with * require Board action. Enclosures: May Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, Finance Committee Proposed 20-21 Budget, Reopening document, Reopening advertisement, ***proposed policies are included in the agenda to provide ease of access during on-line Board Meeting***

MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY July 16th, 2020

The library board meeting was held via Zoom teleconference due to the closure of the library during the Covid-19 pandemic.

Present: Peter Gamba, , Martha (Marty) Roberts, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Elizabeth Burris-Chase, Angela Gonzalez, Alex Andrasik

Excused: Diane Krans

Unexcused: Val Brechko

Call to Order

1. **Public Comment:** no public comment

2. ***Resolution to approve the following:**
 - a. Adoption of amended 7/16/20 Agenda:

Moved: Marty Roberts	Seconded: Kristen Flynn-Comstock
Approved: 6	Abstentions: 0

 - b. June 2020 minutes as submitted:

Moved: Kristen Flynn-Comstock	Seconded: Connie Glover
Approved: 6	Abstentions: 0

3. **Financial Review**
 - a. ***Resolution to approve the following:**
 - i. Payment of bills for June 2020:

Moved: Marty Roberts	Seconded: Kristen Flynn-Comstock
Approved: 6	Abstentions: 0

4. **Library Director's Report:** see attached

5. **Standing Committee Reports**
 - a. Finance Committee: Did not meet
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Did not meet
 - d. Nominating Committee: Did not meet
 - e. Personnel Committee: Did not meet

6. **Old Business**
 - a. HVAC Update: Closed Monday 7/27-Thursday 7/30

7. **New Business**
 - a. ***Resolution to approve the following:**
 - i. Appointment of Judy Habberfield as new Library Clerk

Moved: Marty Roberts	Seconded: Kristen Flynn-Comstock
Approved: 6	Abstentions: 0

 - ii. Appointment of the following officers for the year 2020-2021:
President, Peter Gamba

Financial Officer, Val Brechko

Secretary, Deb Connelly

Moved: Marty Roberts

Approved: 6

Seconded: Connie Glover

Abstentions: 0

b. Board Committee Assignments:

Standing Committees:	
<u>Finance:</u> Diane Kristen Connie	<u>Personel:</u> Marty Deb Val
<u>Policy:</u> Kristen Deb Marty	<u>Building:</u> Peter Diane
<u>Nominating:</u> Peter Diane	

c. *Annual Organizational Meeting Resolutions:

The PYPL Board of Trustees resolve the following for the 2020-2021 fiscal year:

- i. The prepayment of recurring claims such as utilities, personnel costs or those that carry a significant penalty for late payment
- ii. The designation of the PY Chronicle Express as the Official Newspaper for the Library
- iii. The appointment of Wendy Bailey as the Board Treasurer
- iv. The appointment of Tim Hern at RDG as the external auditor
- v. The appointment of Mark Venuti as the Library Attorney
- vi. The authorization of the Executive Director to make grant applications
- vii. The designation of Lyons National Bank and Community Bank as depositories for the Library

Moved: Kristen Flynn-Comstock

Seconded: Marty Roberts

Approved: 6

Abstentions: 0

d. Temporary policies:

- i. *Resolution to approve the following temporary policies:
 1. COVID-19 policies:

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Due to the continued impact of the Covid-19 virus pandemic, the following policies are in effect until further notice:

- While present in the library building, any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining, social distance.
- While in the library building, household members are not required to maintain the recommended minimum social distance from other household members. Anyone who is unable to maintain social distance while unsupervised must be accompanied by someone who can supervise them.
- The accrual of all overdue fines are suspended.
- The total number of check-outs per cardholder is limited to 10 items.
- All library services and operations, such as circulation of materials, in-person programming, public computer use, etc., are limited at staff discretion based on safety restrictions made necessary by the ongoing Covid-19 pandemic. These services and operations are subject to temporary modification to continue meeting patron needs, e.g. by instituting a curbside pickup process.

Moved: Deb Connelly
Approved: 6

Seconded: Marty Roberts
Abstentions: 0

2. Strategic Plan Section:

Proposed Strategic Plan Section

Commit to antiracist service strategies and greater, more tangible support for community diversity.

Objective 1: Incorporate education into programs and displays on black, indigenous and Latino people of color's unique experiences that are typically invisible to white people.

Objective 2: Actively seek more diverse viewpoints to offer the community and share the news, narratives, and cultural expressions of black, indigenous and Latino people of color.

Objective 3: Cultivate active partnerships with black, indigenous, and Latino-led and -focused organizations in our region.

Action Ideas

- Investigate and explore in programming, displays, and outreach the special implications of technology, history, sustainability, culture and language on black, indigenous and Latino people of color, for example, the impact of the digital divide on these communities, or the influence of French colonialism on African culture.
- Invite a minimum of 6 own voices speakers from black, indigenous, and Latino people of color communities per fiscal year, making use of video meeting platforms when necessary.
- Host a rotating gallery of art by black, indigenous and Latino creators year-round—not just during special observation months.
- Draw white citizens into important conversations by hosting an ongoing antiracist book and discussion group.
- Reach out to and partner with Showing Up for Racial Justice (SURJ) Rochester to develop greater understanding of the issues and for information and support in bringing this knowledge to the Penn Yan community.

Moved: Marty Roberts
Approved: 6

Seconded: Connie Glover
Abstentions: 0

8. *Adjourn:

Moved: Marty Roberts
Approved: 6

Seconded: Kristen Flynn-Comstock
Abstentions: 0

- Items with * require Board action. Enclosures: June Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports, -- ***proposed policies are included in the agenda to provide ease of access during on-line Board Meeting--***

**MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY AUGUST 20, 2020**

The library board meeting was held via Zoom teleconference due to the closure of the library during the Covid-19 pandemic.

Present: Peter Gamba, Diane Krans, Martha (Marty) Roberts, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Val Brechko, Elizabeth Burris-Chase, Angela Gonzalez

Excused:

Unexcused:

Call to Order

1. **Public Comment:** no public comment

2. **Additional Agenda Items:**

3. ***Resolution to approve the following:**
 - a. Adoption of 8/20/20 Agenda:
Moved: Diane Krans Seconded: Marty Roberts
Approved: 8-0 Abstentions:

 - b. July 16, 2020 minutes as submitted:
Moved: Elizabeth Burri-Chase Seconded: Marty Roberts
Approved: 7-0 Abstentions: 1 (Diane Krans)

 - c. Payment of bills for July 2020:
Moved: Deb Connelly Seconded: Marty Roberts
Approved: 8-0 Abstentions:

4. **Library Director's Report:** see attached

5. **Standing Committee Reports**
 - a. Finance Committee: Did not meet. Elizabeth Burris-Chase is joining this committee.
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Did not meet. Elizabeth Burris-Chase is joining this committee.
 - d. Nominating Committee: Did not meet. This committee needs one more member. Interested parties should contact Peter.
 - e. Personnel Committee: Did not meet.

6. **Old Business**
 - a. HVAC Update: The air is on!! Workers will continue to be present in the library as they complete the work, however the system is up and running. The library is waiting for Phase 2 Construction Grant money to be received in order to begin the work in the old part of the building.

- b. Safety Plan Update: The plan is currently being finalized and will be released to the Board for review as soon as it is completed. Currently the re-opening date is set for August 31, with “abbreviated services” available. If the opening cannot happen by that date, it will be postponed until September 8th.

7. New Business

- a. *Resolution to appoint Jamie McBride as new Library Clerk
Moved: Diane Krans Seconded: Marty Roberts
Approved: 8-0 Abstentions:

- b. *Resolution to approve the following 2 temporary Policy changes:

~~The total number of checkouts per cardholder is limited to 10 items.~~ The limit of items will be 50 while the temporary changes are in effect.

Overdue notices will be sent out at 10 days after the due date.

Note- Usually an email is sent out at 3 days overdue, but due to quarantining the items for 96 hours we had to stop the three-day notice

Moved: Val Brechko Seconded: Marty Roberts
Approved: 8-0 Abstentions:

8. Adjourn:

Moved: Marty Roberts Seconded: Kristen Flynn-Comstock
Approved: 8-0 Abstentions:

- Items with * require Board action. Enclosures: July Minutes, Budget and Balance sheets, Director’s Report, Circulation Stats, Children’s and Adult services reports, --**proposed policies are included in the agenda to provide ease of access during on-line Board Meeting--**

**MINUTES
PENN YAN PUBLIC LIBRARY
BOARD MEETING
THURSDAY AUGUST 20, 2020**

The library board meeting was held via Zoom teleconference due to restrictions during the Covid-19 pandemic.

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

Excused: Connie Glover

Absent: Elizabeth Burris-Chase

Call to Order

1. **Public Comment:** no public comment
2. **Additional Agenda Items:**
3. ***Resolution to approve the following:**
 - a. Adoption of 9/17/20 Agenda:
Moved: Marty Roberts Seconded: Val Brechko
Approved: 5-0 Abstentions: 1 (Diane Krans)
 - b. August 20, 2020 minutes as submitted:
Moved: Diane Krnas Seconded: Marty Roberts
Approved: 5-0 Abstentions: 1 (Val Brechko)
 - c. Payment of bills for August 2020:
Moved: Marty Roberts Seconded: Val Brechko
Approved: 5-0 Abstentions: 1 (Diane Krans)
4. **Library Director's Report:** see attached
5. **Standing Committee Reports**
 - a. Finance Committee: Did not meet.
 - b. Policy Review Committee: Did not meet
 - c. Building Committee: Did not meet.
 - d. Nominating Committee: Did not meet.
 - e. Personnel Committee: Did not meet.
6. **Old Business**
 - a. HVAC Update: The LG start-up and commissioning of the Makeup air unit is scheduled for September 29. The final bill will be forthcoming after that.
7. **New Business**
 - a. *Resolution to appoint Brianna McMinn as new Library Clerk
Moved: Deb Connelly Seconded: Marty Roberts
Approved: 6-0 Abstentions:
 - b. Looking Ahead

- i. Personnel: Mary Hallings will be retiring in November due to personal reasons. Will be posting for the civil service exam to develop a list of potential candidates to fill open positions.
 - ii. Finances: Angela is beginning to work on the budget and will be presenting her proposed budget to the personnel committee when completed.
 - iii. In-House Programming: Currently in-house programming is on hold, with the exception of small meetings that can occur at the tables with masks on.
- c. Schedule personnel salary projections planning committee meeting: will be scheduled with committee members to go over salary projections that can be used for future years as well as this year's budget.

8. Adjourn:

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 6-0

Abstentions:

- Items with * require Board action. Enclosures: August Minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult services reports,

Penn Yan Public Library
Board Meeting Minutes
October 15, 2020

Present via phone: Peter Gamba, Martha (Marty) Roberts, Val Brechko, Diane Krans, Deb Connelly, Elizabeth Burris-Chase, Connie Glover

Excused: Kristen Flynn-Comstock

Unexcused:

Staff: Angela Gonzalez, Director

Meeting conducted via phone conference due to COVID-19 restrictions. The meeting will be recorded and made available to the public.

Public Comment: none

1. Adoption of the agenda:
Motion to adopt the agenda made by: Marty Roberts
Motion seconded by: Diane Krans
Motion passed unanimously.
2. Approval of minutes for the September 2020 meeting:
Motion to approve the minutes of the September, 2020 meeting minutes as submitted made by: Marty Roberts
Motion seconded by: Val Brechko
Abstained: 1 (Elizabeth Burris-Chase)
Motion passed.
3. Financial Review
Payment of the bills for September 2020:
Motion to pay the bills for September 2020 made by: Marty Roberts
Motion was seconded by: Diane Krans
Motion passed unanimously.
4. Library director's report: see attached.
5. Standing Committee Reports:
 - a. Finance Committee: Did not meet, will meet in November.
 - b. Policy Review Committee: Did not meet.
 - c. Building Committee: Did not meet, see old business.
 - d. Nominating Committee: Did not meet.
 - e. Personnel Committee: Did not meet, but did receive the pay scale recommendations and will be getting back to Angela with thoughts/recommendations.
6. Old Business:
 - a. HVAC update:

What is left: the LG start-up and commissioning of the Make Up Air Unit, still waiting for a confirmation of the start up date. The 9-29 attempt resulted in ordering a new part and planned rescheduling.

7. New Business:

a. Fine-free Budgeting: Discussion regarding budgeting with or without the estimated income from collection of fines. There is less stress on staff and patrons without the fines, and support for going fine free was presented by various board members. Angela will complete the budget without the estimated fine income included. Fines can be re-instituted in the future if so desired by the Board. Temporary policy is currently in place for the library being fine-free.

8. Adjourn:

Motion to adjourn the meeting made by: Marty Roberts

Motion seconded by: Diane Krans

Motion passed unanimously.

Respectfully submitted,
Deb Connelly

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
Thursday November 19, 2020

The library board meeting was held via Zoom teleconference due to the closure of the library during the Covid-19 pandemic.

Present: Peter Gamba, Diane Krans, Deb Connelly, Val Brechko, Elizabeth Burris-Chase, Angela Gonzalez

Guest: Tim Hern, RDG Partners, Annual Audit Review

Excused: Martha (Marty) Roberts, Kristen Flynn-Comstock, Connie Glover

Unexcused:

Call to Order

1. **Public Comment:** no public comment

2. Tim Hern from RDG Partners reported on his Financial Review of the PYPL. Final copy of the financial review will be available after approval by the Board.

3. ***Resolution to approve the following:**
 - a. Adoption of 11/19/20 Agenda:

Moved: Valerie Brechko	Seconded: Diane Krans
Approved: 5-0	Abstentions: 0

 - b. October 2020 minutes as submitted:

Moved: Valerie Brechko	Seconded: Diane Krans
Approved: 5-0	Abstentions: 0

 - c. Payment of bills for October 2020:

Moved: Elizabeth Burris-Chase	Seconded: Valerie Brechko
Approved: 5-0	Abstentions: 0

4. **Library Director's Report:** see attached

5. **Standing Committee Reports**
 - a. Finance Committee: met to go over proposed budget.
 - b. Policy Review Committee: Did not meet.
 - c. Building Committee: Did not meet.
 - d. Nominating Committee: Did not meet.
 - e. Personnel Committee: Did not meet.

6. **Old Business**
 - a. HVAC Update: Will be meeting to discuss phase two. Have not yet received final bill for phase 1.
 - b. Correction of Admin Line in 20-21 budget: Angela reported making a correction to an error in the budget. No overall changes.

7. **New Business**

- a. Pandemic Operations Plan: Current plan is working well.
- b. Salary increase for the second half of the 20-21 fiscal year: suggested action would implement raises in January to have all employees up to \$15.00/hour by July 2021.

***Resolution to accept the proposed raises as recommended:**

Moved: Elizabeth Burris-Chase Seconded: Valerie Brechko
Approved 5-0 Abstentions: 0

- c. New NYS Paid Sick Leave Act
 - i. Wording for Personnel Policy, will be on agenda next month for approval.
- d. 21-22 budget: Angela highlighted minor changes in the proposed budget, with no changes to the overall “bottom line”
- e. ***Resolution to approve the financial review as presented by Tim Hern, RDG**

Partners:

Moved: Valerie Brechko Seconded: Elizabeth Burris-Chase
Approved: 5-0 Abstentions: 0

8. Adjourn:

Moved: Valerie Brechko Seconded: Diane Krans
Approved: 5-0 Abstentions: 0

- Items with * require Board action. Enclosures: October minutes, Budget and Balance sheets, Director’s Report, Circulation Stats, Children’s and Adult’s Services reports, Budget Committee 20-21 proposed agenda -- ***any proposed policies are included in the agenda to provide ease of access during online Board Meeting--***

AGENDA
PENN YAN PUBLIC LIBRARY
BOARD MEETING
Thursday December 17, 2020

The library board meeting was held via Zoom teleconference due to the closure of the library during the Covid-19 pandemic.

Present: Peter Gamba, Diane Krans, Deb Connelly, Val Brechko, Martha (Marty) Roberts, Kristen Flynn-Comstock, Connie Glover, Elizabeth Burris-Chase, Angela Gonzalez

Excused:

Unexcused:

Call to Order

1. **Public Comment:** no public comment

2. ***Resolution to approve the following:**

a. Adoption of 11/19/20 Agenda:

Moved: Marty Roberts

Approved: 6-0

Seconded: Diane Krans

Abstentions: 0

b. November 2020 minutes as submitted:

Moved: Val Brechko

Approved: 5-0

Seconded: Diane Krans

Abstentions: 3

c. Payment of bills for November 2020:

Moved: Marty Roberts

Approved: 6-0

Seconded: Val Brechko

Abstentions: 0

3. **Library Director's Report:** see attached

4. **Standing Committee Reports**

a. Finance Committee: Did not meet.

b. Policy Review Committee: Did not meet.

c. Building Committee: Did not meet.

d. Nominating Committee: Did not meet.

e. Personnel Committee: Did not meet.

5. **Old Business**

a. HVAC Update: Met with Dom from Taitum and Ed from Suretemp on 11-23; waiting for 4 things to be finished, then will send a report to the building committee. Tentative date to start phase 2 is February, 2021.

b. 2021-22 budget:

***Resolution to accept the proposed budget:**

Moved: Val Brechko

Approved 8-0

Seconded: Connie Glover

Abstentions: 0

6. **New Business**

a. ***Resolution to appoint Erika Holland Library Assistant:**

Moved: Diane Krans
Approved 8-0

Seconded: Elizabeth Burris-Chase
Abstentions: 0

b. Tax Cap Override Resolution

Whereas, the adoption of the 2021-2022 budget for the Penn Yan Public Library may require a tax levy increase that exceeds the tax cap imposed by the state laws 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 2021 by at least the sixty percent of the Board of Trustees as required by state law on December 17, 2020.

***Resolution to accept the tax cap override as presented:**

Moved: Diane Krans
Approved 8-0

Seconded: Marty Roberts
Abstentions: 0

c. ***Resolution to change all his/her instances in PYPL Personnel and General Policy to his/her/their:**

Moved: Marty Roberts
Approved 8-0

Seconded: Val Brechko
Abstentions: 0

d. ***Resolution to approve the New NYS Paid Sick Leave Act Personnel Policy**

Moved: Val Brechko
Approved 8-0

Seconded: Marty Roberts
Abstentions: 0

7. ***Resolution to Adjourn:**

Moved: Marty Roberts
Approved: 8-0

Seconded: Kristen Flynn-Comstock
Abstentions: 0

- Items with * require Board action. Enclosures: November minutes, Budget and Balance sheets, Director's Report, Circulation Stats, Children's and Adult's Services reports, Budget Committee 20-21 proposed budget, Proposed NYS Paid Sick Leave Personnel Policy