

**AGENDA  
PENN YAN PUBLIC LIBRARY  
BOARD MEETING  
THURSDAY , 2021**

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

*Present:* Diane Krans, Deb Connelly, Kristen Flynn-Comstock, Connie Glover, Val Brechko, Elizabeth Burris-Chase, Angela Gonzalez

*Excused:* Martha (Marty) Roberts, Peter Gamba

*Unexcused:*

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 1/21/21 Agenda:  
Moved: Diane Krans      Seconded: Kristen Flynn-Comstock  
Approved: 6-0              Abstentions:
  
  - b. December 17, 2020 minutes as submitted:  
Moved: Elizabeth Burris-Chase      Seconded: Kristen Flynn-Comstock  
Approved: 6-0                          Abstentions:
  
  - c. Payment of bills for December 2020:  
Moved: Deb Connelly                      Seconded: Diane Krans  
Approved: 6-0                              Abstentions:
  
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: SureTemp people were at the library on January 11. There has not been a final bill as of yet. Phase 2 should be starting this month.
  - b. Sexual Harassment Training 2021: Simpler system in place, 2 videos that can be watched on your own and then sign off on a form once training is completed (by 12/21/21)
  
6. **New Business**

**\*Resolution to approve the following:**

  - a. \*Appoint Lauren Williams Library Assistant  
Moved: Diane Krans      Seconded: Elizabeth Burris-Chase  
Approved: 6-0              Abstentions:

- b. \*Approve the 990 form for 2019  
Moved: Deb Connelly    Seconded: Connie Glover  
Approved: 6-0            Abstentions:
- c. Pandemic Operations Plan: will be voted on next month
- d. \*Approve changing the February Meeting Date from 2/18/21 to 2/25/21  
Moved: Kristen Flynn-Comstock    Seconded: Diane Krans  
Approved: 6-0            Abstentions:
- e. \*Meals on Wheels:  
Approve the installation of a shed for Meals on Wheels to store their coolers on library property.  
Moved: Kristen Flynn-Comstock    Seconded: Elizabeth Burris-Chase  
Approved: 6-0            Abstentions:

7. **Adjourn:**

Moved: Diane Krans                      Seconded: Kristyn Flynn-Comstock  
Approved: 6 -0                      Abstentions:

- Items with \* require Board action. Enclosures: December minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Pandemic Operations Plan, Sexual Harassment Training Acknowledgment Form, 2019 990



a. **\*Resolution to approve the following:**

2019-2020 Annual Report -Wording: *The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on 2/25/21.*

Moved: Deb Connelly      Seconded: Marty Roberts

Approved: 7-0              Abstentions:

7. **Adjourn:**

Moved: Diane Krans

Seconded: Marty Roberts

Approved: 7-0

Abstentions:

- Items with \* require Board action. Enclosures: January Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Pandemic Operations Plan, 2019-20 Annual Report

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY March 18, 2021**

*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  
*Absent:*

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 3/18/21 Agenda:  
Moved: Marty Roberts Seconded: Diane Krans  
Approved: 7-0 Abstentions:
  
  - b. February 2021 minutes as submitted:  
Moved: Marty Roberts Seconded: Elizabeth  
Approved: 7-0 Abstentions:
  
  - c. Payment of bills for February 2021:  
Moved: Marty Roberts Seconded: Connie Glover  
Approved: 8-0 Abstentions:
  
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: Work is ongoing but it has not been disruptive.
  - b. Information Technology Librarian hiring update: No applications were received.  
Will repost with an updated job description to reflect a 4 year degree requirement
  
6. **New Business**
  - a. Financial Officer checking monthly bank statements
  - b. Returning to 2 board members signing checks
  - c. **\*Resolution to approve the following:**  
STLS 2022-26 Free Direct Access Plan  
Moved: Marty Roberts Seconded: Deb Connelly

Approved: 8-0

Abstentions:

- d. Privacy pod project: Friends would like to pay for a privacy pod in conjunction with the Rotary. The model being looked at is roughly \$10,000.00. Consideration for placement in the reference area is the current plan. More information to follow.

7. **Adjourn:**

Moved: Marty Roberts

Seconded: Valerie Brechko

Approved: 8-0

Abstentions:

- Items with \* require Board action. Enclosures: February Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Draft Direct Access Plan 22-26, annotated strategic plan 19-23

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY April 15, 2021**

*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, Elizabeth Burriss-Chase, Angela Gonzalez

*Absent:* Val Brechko

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 3/18/21 Agenda as amended:  
Moved: Marty Roberts    Seconded: Diane Krans  
Approved: 7-0                      Abstentions:
  
  - b. March 2021 minutes as submitted:  
Moved: Marty Roberts    Seconded: Kristen Flynn-Comstock  
Approved: 7-0                      Abstentions:
  
  - c. Payment of bills for March 2021:  
Moved: Marty Roberts    Seconded: Diane Krans  
Approved: 7-0                      Abstentions:
  
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: work has been stalled but should begin again on Monday. Work is on track. Phase one has been fully paid for.
  - b. Information Technology Contractor proposal update: Angela received the names of three companies to get quotes, and will begin the process (with the support of STLS).
  - c. Privacy pod project update: Sarah has been working on this, and has some ideas. Will be working with Alex and Angela to move forward. Questions remain regarding the ADA compatibility of the pod, because wheelchairs will not fit in the pod. ADA committee to reconvene to assist in this process.
  - d. Splash of Poetry project update: Application to village arts committee submitted, but they are looking for additional information.

**6. New Business**

- a. Vaccination time: There are questions regarding use of sick time when having a reaction to the vaccine. 4 hours does not necessarily cover people's time away from work.
- b. Possible Federal Stimulus building funds: If money becomes available, the library needs to be "shovel ready". Discussion relating to use of potential funds to be put towards additional ADA compliance modifications in the library.
- c. When should we start to meet in person? We will revisit this at the next meeting.

**7. Adjourn:**

Moved: Marty Roberts

Seconded: Elizabeth Burris-Chase

Approved: 7-0

Abstentions:

- Items with \* require Board action. Enclosures: March Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports



PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
MINUTES - MEETING OF 05/20/2021

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

Excused: Elizabeth Burris-Chase & Deb Connelly.

Staff: Angela Gonzalez, Director.

Public Comment: None.

1. Adoption of Agenda as Amended. 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 April 2021 Meeting. Marty Roberts moved that we adopt the minutes of the April 15, 2021 meeting. The motion was seconded by Kristen Flynn-Comstock. The motion passed with Val Brechko abstaining.
3. Payment of the Bills for April 2021. Val Brechko moved to pay the bills for April 2021. 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. Will be meeting to discuss filling board vacancy.
  - E. Personnel Committee. No report.
6. Old Business:
  - A. HVAC Update. Angela updated the Board regarding the status of this project.
  - B. Information Technology Contractor Proposals Update. Angela has received three proposals. We will discuss these proposals again at next Board meeting.
  - C. Privacy Pod Update. Angela indicated that this was currently on hold and that the staff was looking at other ways to reconfigure the space in the Library to allow for a small private meeting space.
  - D. Splash of Poetry Project Update. Will be held 6/4/2021.
  - E. Sustainability Work Group. Will be focused on the issues of environmental and social equity. If anyone on the Board is interested in participating in this work group, they should contact Alex.
7. New Business
  - A. Amendment to 21-22 Budget - Workers Compensation. Diane Krans moved that we transfer \$4,500 from the clerical budget line of the 2021 -2022 budget to the Workers Compensation line of said budget. The motion was seconded by Kristen Flynn-Comstock. The motion passed unanimously.

B. Resolution To Take Sandi Perl Off the Bank Signatures List. Marty Roberts moved that we remove Sandi Perl from the bank signatures list as she is no longer a Trustee. The motion was seconded by Kristen Flynn-Comstock . The motion passed unanimously.

C. NYS Building Capacity Rules. Angela indicated that she is still trying to obtain information from NYS regarding the capacity rules that currently apply to the Library. She also indicated that patrons are being asked to continue to wear masks.

D. STLS Board Member Needed. Angela indicated that the STLS Board is looking for a member from our Library or the Branchport Library. If anyone knows anyone who might be interested, please have them contact Angela.

E. Resumption of In-Person Meetings. The possibility of resuming in-person meetings in September 2021 was discussed. Issue will be revisited at a later date.

8. Adjourn. Marty Roberts moved that the meeting be adjourned. Kristen Flynn-Comstock seconded the motion. The motion passed unanimously.

Respectfully submitted,  
Marty Roberts

May 2021 library minutes

**MINUTES**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY June 17, 2021**

*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, Connie Glover, Diane Krans, Angela Gonzalez

*Absent:* Kristen Flynn-Comstock, Elizabeth Burris-Chase, Val Brechko,

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 6/17/21 Agenda as amended:  
Moved: Marty Roberts                      Seconded: Connie Glover  
Approved: 5-0                                      Abstentions:
  
  - b. May 2021 minutes as submitted:  
On hold until next meeting
  
  - c. Payment of bills for May 2021:  
Moved: Deb Connelly      Seconded: Marty Roberts  
Approved: 5-0                      Abstentions:
  
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: System is working in the entire building, a few small "finishing touches" are in progress.
  - b. Information Technology Contractor proposal update: services have begun, updates in progress.
  - c. Splash of Poetry project update: Supplies are ready to use!
  - d. Temporary Policies:

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 2 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.
- 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 imposed 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.

**6. New Business**

a. **\*Resolution to approve the following:**

Appointment of Deb Connelly, Diane Krans and Elizabeth Burris-Chase to the Board for the 2021-2022 year

Moved: Marty Roberts      Seconded: Connie Glover

Approved: 5-0                  Abstentions:

- b. Staff recognition: Peter requested that representatives from the Board meet with staff to recognize their hard work and dedication. Possibility for meeting in August, date to be determined for this event to occur.

**7. Adjourn:**

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 5-0

Abstentions:

- Items with \* require Board action. Enclosures: May Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Temporary Policies

**AGENDA**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY July 15, 2021**

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

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 7/17/21 Agenda as amended:  
Moved: Marty Roberts    Seconded: Diane Krans  
Approved: 7-0                Abstentions:
  
  - b. May 2021 minutes as submitted:  
Moved: Diane Krans    Seconded: Marty Roberts  
Approved: 5 -0                Abstentions: Deb Connelly, Elizabeth Buris-Chase
  
  - c. June 2021 minutes as submitted:  
On hold until next meeting
  
  - d. Payment of bills for June 2021:  
Moved: Marty Roberts    Seconded: Kristen Flynn-Comstock  
Approved: 7-0                Abstentions:
  
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; will schedule because there is a board vacancy
  - e. Personnel Committee: Did not meet
  
5. **Old Business**
  - a. HVAC Update: The system is almost completely in place, the final payment will be made once all testing of the system has been completed.
  - b. Splash of Poetry project update:
  - c. Temporary Policies:  
**\*Resolution to approve the following:**  
Moved: Val Brechko                Seconded: Diane Krans  
Approved: 7-0                        Abstentions:

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 not vaccinated and able to medically tolerate a face covering is requested to cover their nose and mouth with a mask or cloth face covering when unable to maintain, or when not maintaining, social distance.
- 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.
- 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 imposed by the ongoing Covid-19 pandemic. These services and operations are subject to temporary modification to continue meeting patron needs.

## 6. New Business

### a. \*Resolution to approve the following:

#### i. Election of Officers:

Slate of Officers

President, Peter Gamba

Financial Officer, Val Brechko

Secretary, Deb Connelly

Moved: Diane Krans

Seconded: Kristen Flynn-Comstock

Approved: 7-0

Abstentions:

#### ii. Annual Organizational Meeting Resolutions:

PYPL Board of Trustees resolve the following for the 2021-2022 fiscal year:

- The pre-payment of recurring claims such as utilities and personnel costs
- The designation of the Penn Yan Chronicle Express as the Official Newspaper for the Library
- The appointment of Wendy Bailey as the Board Treasurer
- The appointment of RDG as the External Auditor
- Appointment of Mark Venuti as the Library Attorney
- The authorization of the Executive Director to Certify Payrolls
- The authorization of Executive Director to Make Grant Applications
- The designation Lyons National Bank and Community Bank as depositories for the Library.

Moved: Marty Roberts

Seconded: Kristen Flynn-Comstock

Approved: 7-0

Abstentions:

#### iii. Appoint Board Committees

Standing:

Finance

Policy

Nominating

Diane  
Kristen  
Elizabeth  
Connie

Kristen  
Deb  
Marty

Peter  
Diane

Personnel  
Marty  
Deb  
Val

Building  
Peter  
Elizabeth  
Diane

7. **\*Resolution to Adjourn:**

Moved: Marty Roberts  
Approved: 7-0

Seconded: Kristen Flynn-Comstock  
Abstentions:

- Items with \* require Board action. Enclosures: June Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports, Temporary Policies

**MINUTES**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY August 19, 2021**

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

*Absent:* Kristen Flynn-Comstock

**Call to Order**

1. **Public Comment:** no public comment
  
2. **\*Resolution to approve the following:**
  - a. Adoption of 8/19/21 Agenda:  
Moved: Marty Roberts    Seconded: Dianne Krans  
Approved: 6-0                Abstentions:
  
  - b. June 17th, 2021 minutes as submitted: (present: Peter Gamba, Martha (Marty) Roberts, Deb Connelly, Connie Glover, Diane Krans)  
Moved: Marty Roberts    Seconded: Diane Krans  
Approved: 5 -0                Abstentions: 2 (Val and Elizabeth)
  
  - c. July 15th, 2021 minutes as submitted: (present: Peter Gamba, Martha (Marty) Roberts, Deb Connelly, Diane Krans, Kristen Flynn-Comstock, Elizabeth Burris-Chase, Val Brechko)  
Moved: Marty Roberts    Seconded: Val Brechko  
Approved: 6 -0                Abstentions:
  
  - d. Payment of bills for July 2021:  
Moved: Marty Roberts    Seconded: Val Brechko  
Approved: 7-0                Abstentions:
  
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: Work is complete!
  
6. **New Business**
  - a. **\*Resolution to approve the following:**  
Reinstating temporary mask policy  
*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.*

Moved: Marty Roberts    Seconded: Val Brechko  
Approved: 7-0                  Abstentions:

b. Meeting Room use:

**\*Resolution to approve the following:**

Groups that wish to use the Meeting Room must limit their participation to no more than 10 people, and must disinfect tables and chairs after use (disinfectant to be provided by the library). Participants must wear a face covering while in the Meeting Room, regardless of vaccination status.

Moved: Marty Roberts    Seconded: Val Brechko  
Approved: 7-0                  Abstentions:

7. **Adjourn:**

Moved: Diane Krans        Seconded: Marty Roberts  
Approved: 7-0                  Abstentions:

- Items with \* require Board action. Enclosures: June and July 2021 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports

**MINUTES  
PENN YAN PUBLIC LIBRARY  
BOARD MEETING  
THURSDAY SEPTEMBER 16, 2021**

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

*Absent:*

Guest: Derek Stork (see attached) Reviewed current insurance policy/coverage for the Library. Will be getting quotes for cyber and harassment coverages

*Meeting was held via Zoom due to COVID-19 restrictions*

**Call to Order**

Motion to call the meeting to order made by Val Brechko, seconded by Marty Roberts. Passed unanimously.

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

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

a. Adoption of 9/16/21 Agenda:

Moved: Kristen Flynn-Comstock

Seconded: Marty Roberts

Approved: 8-0

Abstentions:

b. August 19, 2021 minutes as submitted:

Moved: Marty Roberts    Seconded: Diane Krans

Approved: 7 -0

Abstentions: Kristen Flynn-Comstock

c. Payment of bills for August 2021:

Moved: Marty Roberts    Seconded: Kristen Flynn-Comstock

Approved: 8-0

Abstentions:

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

4. **Standing Committee Reports**

a. Finance Committee: Needs to meet in October to start reviewing the budget.

b. Policy Review Committee: Did not meet

c. Building Committee: Did not meet

d. Nominating Committee: Looking for new names to consider as board members.

e. Personnel Committee: Needs to meet next month.

5. **Old Business**

a. Masks update: Most people are wearing masks in the library. There will be masks available for patrons that don't have one/forget theirs.

6. **New Business**

a. Outside trim painting on the Main Street side of the building: A cherry picker is needed to reach some of the trim for painting. Request for quotes has been initiated. Angela will provide more information as it becomes available.

7. **Adjourn:**

Moved: Marty Roberts    Seconded: Val Brechko

Approved: 8-0

Abstentions:

- Items with \* require Board action. Enclosures: August 2021 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports

PENN YAN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING  
MINUTES - MEETING OF 10/21/2021

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

Absent: Deb Connelly.

Staff: Angela Gonzalez, Director.

Public Comment: None.

1. Adoption of Agenda. Val Brechko moved to adopt the agenda. The motion was seconded by Diane Krans. The motion passed unanimously.

2. Approval of Minutes of the 9/16/21 Meeting. Diane Krans moved that we adopt the minutes of the 09/16/21 meeting. The motion was seconded by Elizabeth Burris-Chase. The motion passed unanimously.

3. Payment of the Bills for September 2021. Elizabeth Burris-Chase moved to pay the bills for September 2021. 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. Will be meeting to discuss the proposed budget for the 2022-2023 fiscal year.

B. Policy Review Committee. No report.

C. Building Committee. No report.

D. Nominating Committee. Will be meeting to discuss filling board vacancy.

E. Personnel Committee. Reviewed personnel costs for the 2022-2023 fiscal year. Proposed that base salary for employees be increased to \$17.50 an hour and that all employees receive a 4% increase.

6. Old Business:

A. Outside Trim Painting: Angela reported that she is still working on obtaining quotes for this work and anticipates that the work will be done in the spring of 2022.

7. New Business

A. Juneteenth (6/19): Juneteenth is now a federal holiday. As a result, the Library, which observes the federal holidays, will be closed that day.

B. December 2021 Holiday Closure Schedule: Deferred to next meeting.

C. Employment Practices Liability Insurance: Angela will obtain some more information and the Board will discuss this issue at our next meeting.

D. Charging for Fax Services: Faxes can now be sent from the Library's copier and the Library no longer needs to have a phone line for faxes. Marty Roberts moved that the fee for sending faxed be eliminated

from 10/16/21 through the date of the Board's January 2022 meeting. The motion was seconded by Diane Krans and passed unanimously.

8. Adjourn. Diane Krans moved that the meeting be adjourned. Val Brechko seconded the motion. The motion passed unanimously.

**MINUTES**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY November 18, 2021**

**Guest:** Tim Hern, RDG Partners, Financial Review

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

*Absent:* Peter Gamba

*Meeting was held via Zoom due to COVID-19 restrictions*

**Call to Order**

1. **Public Comment:** Presentation of Financial Review by Tim Hern, RDG Partners  
**\*Resolution to approve the Financial Report as prepared and presented by Tim Hern from RDG Partners**

Moved: Diane Krans      Seconded: Marty Roberts

Approved: 6-0      Abstentions:

1. **\*Resolution to approve the following:**

1. Adoption of 11/18/21 Agenda:

Moved: Marty Roberts      Seconded: Kristen Flynn-Comstock

Approved: 6-0      Abstentions:

1. October 21st, 2021 minutes as submitted:

Moved: Diane Krans      Seconded: Marty Roberts

Approved: 5-0      Abstentions: 1 (Deb Connelly)

1. Payment of bills for October 2021:

Moved: Marty Roberts      Seconded: Elizabeth Burris-Chase

Approved: 6-0      Abstentions:

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

1. **Standing Committee Reports**

1. Finance Committee: Met on November 8th. Reviewed the budget, and with the retirement of one employee there was extra money to put towards the minimum wage of current employees.
2. Policy Review Committee: Did not meet.
3. Building Committee: Did not meet.
4. Nominating Committee: Still have one open position, and anticipation of additional positions at the end of this term. It has been difficult to find interested candidates.
5. Personnel Committee: Did not meet

1. **Old Business**

1. Outside trim painting and glass pane replacement update: still trying to obtain estimates.

**\*Resolutions to approve the following:**

1. Addition of Juneteenth as a holiday that the library is closed:

Moved: Marty Roberts      Seconded: Diane Krans

Approved: 7-0      Abstentions:

1. Rename Columbus Day to Indigenous Peoples/Columbus Day

Moved: Marty Roberts      Seconded: Kristen Flynn-Comstock

Approved: 7-0      Abstentions:

1. The PYPL holiday schedule will include Monday observation of holidays that fall on a Sunday, with the following schedule for the Christmas and New Year's Day observances this year:

close at 1 pm Thursday, 12/23

closed Friday 12/24

closed Saturday

close at 1 pm Thursday, 12/30

closed Friday 12/31

closed Saturday 1/1

Moved: Kristen Flynn-Comstock Seconded: Elizabeth Burris Chase

Approved: 7-0

Abstentions:

1. Addition of employment practices liability for \$1M in coverage.

Moved: Kristen Flynn-Comstock Seconded: Val Brechko

Approved: 7-0

Abstentions:

## 1. **New Business**

1. 2022-2023 Finance Committee Proposed Budget: Needs to be voted on next month.

## 1. **\*Adjourn:**

Moved: Marty Roberts Seconded: Kristen Flynn-Comstock

Approved: 7-0

Abstentions:

- Items with \* require Board action. Enclosures: September 2021 Minutes, Budget and Balance Sheets, Director's Report, Circulation Stats, Children's and Adult Services Reports

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### 2.1 Holiday Closings

The Library will be closed on the following:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (Monday)
- President's Day (Monday)
- Memorial Day (Monday)
- Juneteenth (June 19th)
- July 4
- Labor Day (Monday)
- Indigenous Peoples/ Columbus Day (Monday)
- Veteran's Day (November 11)
- Thanksgiving Day
- 1 PM on Christmas Eve (December 24)
- Christmas (December 25)
- 1PM on New Year's Eve

When July 4, Veteran's Day (November 11), Christmas Day (December 25) or New Year's Day (January 1) fall on a Sunday, the library will close on the following Monday.

**MINUTES**  
**PENN YAN PUBLIC LIBRARY**  
**BOARD MEETING**  
**THURSDAY December 16, 2021**

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

*Absent:* Kristen Flynn-Comstock

*Guest:* Crystal Minor

*Meeting was held via Zoom due to COVID-19 restrictions*

**Call to Order**

1. **Public Comment:**

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

1. Adoption of 12/16/21 Agenda:

Moved: Marty Roberts

Seconded: Val Brechko

Approved: 7-0

Abstentions: 0

1. November 18th, 2021 minutes as submitted:

Moved: Marty Roberts

Seconded: Val Brechko

Approved: 6-0

Abstentions: 1 (Peter Gamba)

1. Payment of bills for November 2021:

Moved: Elizabeth Burris-Chase

Seconded: Marty Roberts

Approved: 7-0

Abstentions:

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

1. **Standing Committee Reports**

1. Finance Committee: Did not meet.

2. Policy Review Committee: Did not meet.

3. Building Committee: Did not meet.

4. Nominating Committee: Did not meet. Peter will set up a meeting in January.

5. Personnel Committee: Did not meet

1. **Old Business**

1. Outside trim painting and glass pane replacement update: Have gotten quotes and still working on it.

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

1. 2022-2023 Finance Committee Proposed Budget:

Moved: Marty Roberts

Seconded: Diane Krans

Approved: 7-0

Abstentions:

1. **New Business**

1. **\*Resolution to approve the following:**

1. Lauren Williams \$2.00/hr raise effective 1/3/22:

Moved: Marty Roberts

Seconded: Valerie Brechko

Approved: 7-0

Abstentions:

1. 20-21 990 Form and 2021 AUD form

Moved: Diane Krans

Seconded: Marty Roberts

Approved: 7-0

Abstentions:

1. **\*Adjourn:**

Moved: Marty Roberts

Seconded: Val Brechko

Approved: 7-0

Abstentions: