

Minutes
September 24, 2019

Present: Marcie Lukach, Nancy Tuggle, Lynn Hoth, Megan Giebner, Jennifer Costa, Mary Beth Muldowney, Pam Czarniak, and Jason Hammond

Mrs. Lukach presided. Called to order at 4:02 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: That the secretary's minutes for August 2019 be approved. (M Lukach, J Costa)

RESOLVED: Financials for August 2019 be approved. (N. Tuggle, M. Muldowney)

Children's Room Report was submitted by Pam Czarniak. Key points include:

1. The Children's Room had 230 children attend 16 different activities.
2. Upcoming activities include:
 - a. Fall Leaf read
 - b. Trick or treat for books
 - c. Turkey craft
 - d. Fall book bingo
3. Pam is attending the community service fair at the college to hand out fliers
4. On Thursday Pam is attending a workshop at Prendergast Library in Jamestown

Director's Report was submitted by Jason Hammond:

1. Book club 9/5 they read the *Immortalist* – 14 attendees
2. Pam is going to WNY Book Expo next month
3. Michelle went to a website instruction course through the Fred Tech Incubator to help us revise website, etc.
4. Audit firm – we have something set up for the second week in October
5. Construction grant approved by board in Jamestown. Now we're working on the actual state grant app. It's due in about 2 weeks.
6. Children's room copier has arrived
7. Michele and I went to the Middle School meet n greet and got rained out, but handed out a lot of merch and instructions on how to sign up for a library card
8. Old book spindles as a snack rack, all donation based
9. The Vote drive today
10. Staff meeting the other day – first one in like 9 years. We did it for the harassment training. Made a google site to facilitate training
11. The Library Resource Council meeting in Buffalo 9/25, regional discussion and updates

Old Business:

1. Judy gave her 2 week notice
2. Personnel Policy – updated vacation hours
 - i. Motion to accept new vacation allotments –(J. Hammond, N. Tuggle)

- ii. Motion to allow Jason to adjust Cindy's accruals per what he deems fair based on the new system to be completed by December 2019. (L.Hoth, M. Likach)
3. Hand dryers – no complaints, cleaner is happy not to have to deal with paper towels anymore
4. Stair and door projects – bids were due the 22nd, but Jason hasn't heard anything
5. Insurance coverage – shed will be covered when we pay for it
6. Employee liability coverage – protections against employee relations issues – this is an add on to the policy. Jason will ask Danielle for additional information
7. Still no trash can. The city said it was on the way, but still nothing

New Business:

1. Indeed visa bill – everything has been credited back finally. Account was hacked and kept purchasing more services, etc.
2. Meghan needs an email address – it will get created as a treasurer acct

N. Tuggle and M. Lukach motioned for the meeting to be adjourned at 4:34 PM.

Respectfully submitted,

Jennifer J Costa, Secretary