



Jordanville Public Library



Jordanville Public Library Board of Trustee Agenda for January 8, 2019

In attendance - B.Ortensi, T. Hula, L. Wilber, J. Snyder, M.Supp, G. Aney

- I. CALL TO ORDER 6:43
- II. DIRECTOR'S REPORT (see separate report)
 - a. Jan 14th webinar re: technology- if available to attend
 - b. Dept labor - need to give notice in appropriate amount of time
 - c. Director to report for Grand jury duty - out every other week Tuesday morning through April
 - d. Sexual Harassment training - all employees will attend training except R. Hunt
 - e. Hot spots usage - Dir handling the process
 - f. New hours have not impacted the patrons and attendance
- III. EXECUTIVE SESSION (purposes of personnel) Entered 7:02pm. Exit 7:08pm.
- IV. REVIEW AND APPROVE
 - a. December's minutes
 - i. BO 1st TH 2nd approved
- V. CORRESPONDENCE
 - a. Spectrum charter customer price increase (Time Warner)
 - i. The quoted price in the correspondence is not accurate, wait to see what the January bill says
 - b. Herkimer County Aid Package received \$1,591
 - i. Similar award to other small libraries
 - ii. New paperwork for this Aid has arrived, numerous signatures needed
- VI. OLD BUSINESS
 - a. Snow removal position - updates, applications, comments
 - i. Russell Hunt - completed new hire application and paperwork
 1. Approval to appoint Russell Hunt for Snow Removal position @ \$25 per diem rate
 - a. 1st JS 2nd GA motion carried
 - b. Insurance coverage discussion - payment will be in the next year
 - i. Sidewalk liability
 - ii. Emergency liability
 - iii. Walkway liability to book drop

- iv. Other small libraries
 - 1. Is it part of the employees duties? Cherry-Valley PL- yes
 - 2. BO will ask other small libraries - hire others to do the removal
- c. Lock box with spare key - updates - keys are done
- d. Update from Herkimer Community Foundation
 - i. Teresa correspondence - Comm Foundation phone call 01/10/2019
- e. Update on Grant writer - Teresa Stothers
 - i. Timeline of grants requested
 - 1. Did not receive
 - ii. Digital copies of all grants requested
 - 1. Received copies 12/10/18
 - 2. Archive these:
 - a. Binder - hard copy
 - b. Google drive
- f. Update on Library hours and Usages - see above
 - i. MS Director expressed issue with time needed to complete tasks
 - 1. Trustees asked MS Dir to identify workload summary and time needed to complete (outside communication takes up the most time)
 - 2. Chris' workload summary and time needed to complete
 - 3. MS Dir to check with PennySaver for advertising free programs
- g. Adopt a sexual harassment policy
 - ii. Edit to remove "and would like us to work with them" pg. 10.
 - iii. BO confirmed Sexual Harassment Policy edit on pg.10
 - 1. Second review of policy
 - 2. Adoption of policy with edit
 - a. 1st LW 2nd JS approved
- h. App financial budget for new year - add to next month
- i. Developing technology 1, 3, and 5 year plan - add to next month
- j. Set date for retreat to discuss and plan
February 18th - At Table in Ft. Plain or Tryon
- k. New Trustee training confirmed for Tuesday, January 15, 2019 @ 5-7 pm. -
Bring new trustee manuals
MS Dir will ask trainer for clarification on what materials are needed.
- l. Insurance presentation set date in March - TH will take care of this.
- m. Sexual Harassment Training on January 10, 2019 @ 6:30 pm.
Not required for Trustees, but recommended as per Wanda R. Bruchis, Exec. Dir.
TH, LW, JS have completed training with respective employers

VII. NEW BUSINESS

- a. Special programs and events
 - i. See bookmark
- b. Election of Officers
 - i. Ask trainer 01/15/19 for guidance

- c. JPL Policy books
 - i. MidYork will print policy books
 - ii. Current policy book will be scanned and sent to trustees - JS
- d. New Grants - Director will apply for these
- e. Book drop box by parking lot
 - i. MS to inquire with MidYork and research about options

VII. VOUCHERS & TREASURER'S REPORT

- a. Vouchers reviewed and signed
- b. School voucher request - LW will request
- c. Sterling Insurance - payment will be hand delivered by TH
- d. Budget projections needed - check status at 01/15 mtg

IX. NEXT MEETING

- 1. Jan 15, 5-7pm Trustee training workshop
- 2. Feb 5, 6:30pm JPL
- 3. Feb 18, Trustee Retreat - TBD off site

Meeting adjourned 8:57pm

Respectfully submitted J. Snyder