



# Jordanville Public Library



## Jordanville Public Library Board of Trustee Agenda for December 4, 2018

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

- I. CALL TO ORDER: 6:49 PM
- II. DIRECTOR'S REPORT (see separate report)
  - a. Snow removal
    - i. Suggested by MS - Director and PT employee will complete snow removal and charge the \$25 per diem rate as hourly rates.
    - ii. LW will inquire who does the church snow removal.
    - iii. MS to ask Stephanie Perkins about previous snow shoveling procedures.
    - iv. BO will inquire about snow removal costs and processes at other public libraries.
    - v. MS will advertise in local paper. It has been posted locally.
  - b. Magazines and periodicals
    - i. Check-out process and coding needed.
  - c. Computer Technician from MYLS
    - i. Computer older models usage and updates discussion.
    - ii. Technology planning needed for future.
    - iii. Windows 7 will be obsolete January 2020.
    - iv. Kindle located, can be used for patron usage.
  - d. NYLA organization membership renewal email from 12/3/2018
    - i. Table until next meeting to check with GA about previous membership
  - e. Part-time employee -
    - i. Volunteering numerous hours
  - f. Keys - lockbox
    - i. Waiting for keys from locksmith - backordered
- III. EXECUTIVE SESSION - none

- IV. Minutes
  - a. REVIEW AND APPROVE October 9, 2018, minutes and correspondence
  - b. REVIEW AND APPROVE November 7, 2018 special meeting - Housekeeping
  - c. REVIEW AND APPROVE November 13, 2018 minutes and correspondence  
Motion to approve all three dates 1st LW 2nd BO Motion carries
- V. CORRESPONDENCE
  - a. See Director Report above (d.)
  - b. NYS Insurance Fund - Paid Family Leave Rate (PFL) renewal
    - i. Will be moved to Treasurer's folder
- VI. OLD BUSINESS
  - a. Snow removal position - updates, applications, comments - see director's report above
    - i. Insurance coverage discussion - payment will be in the next year
    - ii. One application taken
    - iii. Sidewalk liability
    - iv. Emergency liability
    - v. Walkway liability to book drop
    - vi. Other small libraries
      - 1. Is it part of the employees duties? Cherry-Valley PL- yes
      - 2. BO will ask other small libraries
  - b. Lock box with spare key - updates - See Director Report
  - c. Herkimer Community Foundation
    - i. Correspondence from Teresa Stothers - JPL on the next agenda for the HCF
      - 1. Should hear by January
  - d. Grant writer - Teresa Stothers
    - i. Timeline of grants requested - not received yet
    - ii. Digital copies of all grants requested 11/13 - not received yet.
      - 1. JS will email grant writer and inquire.
  - e. Library hours
    - i. New hours began Dec 1, 2018
    - ii. Impact on MS schedule
    - iii. Continue to monitor patron usage of the library
- VII. NEW BUSINESS
  - a. Adopting a sexual harassment policy
    - i. Edit to remove "and would like us to work with them" pg. 10.
      - 1. Table to next meeting to learn if there is any new information. BO will bring back any new information.
  - b. App financial budget for new year
    - i. Table to next meeting when GA can attend.
  - c. Developing technology 1, 3, and 5 year plan
    - i. Currently no technology plan in place.
    - ii. Retreat to discuss and plan in February.
  - d. New Trustee training
    - i. Tuesday, January 15, 2019 @ 5-7pm (Tentative. MS will confirm)

- e. Insurance presentation
  - i. Tentative for March 2019

VII. VOUCHERS & TREASURER'S REPORT

- a. Vouchers reviewed and signed
- b. Adirondack Bank approval - signatures completed

IX. NEXT MEETING January 8th @ 6:30

Adjourned 8:09pm

Respectfully submitted, J.Snyder