

## Fair Haven Library Board of Trustee's Meeting

October 5, 2020

The meeting was called to order at 5:00 PM by President Henry Spang. Trustee's present were Randy Lawrence, Jean Wilkinson, Joan Spang and Library Director Allen Tompkins. Trustee Matt Osterhautd was excused for medical reasons. No public attended.

SECRETARY'S REPORT: Minutes of the Trustee's meeting on June 10, 2020 were E-mailed to Trustee's on June 15. Jean made the motion to accept the report, Randy second, motion passed unanimously.

TREASURER'S REPORT: Report was E-mailed to Trustee's prior to the meeting. Joan motioned to accept the report, Hank second, motion passed unanimously.

PRESIDENT'S REPORT: Hank E-mailed the Agenda and President's report prior to the meeting. Final adoption of the Budget will be late Dec or early Jan following final accounting by Treasurer. Hank would like Allen to send a letter to Cayuga County Legislators requesting \$3,000 for funding – a \$500 decrease but better than the proposed zero funding. Oath of office for Matt and Hank must be renewed with the Village Clerk in January. Harassment training has been completed by all volunteers and Trustee's. A Special meeting will be called Jan/Feb for the purpose of accepting the Annual Report due to FLLS.

DIRECTOR'S REPORT: Allen E-mailed his report prior to the meeting. Allen noted that our circulation is down 50% following a limited public opening in late July but is in line with FLLS. Item #3 – Allen is looking into the possibility of sponsoring Story Hour using Zoom – he has a volunteer who has donated \$100 to purchase equipment and has volunteered to read. Allen is looking into the possibility. Item #5 – Allen is eager to partner with Cayuga County Planning and Economic Development and assist whenever possible. Items #6, 7 and 8 indicates further decreases in funding and services for 2021.

Item #10 – Allen presented the previously E-mailed policies that have been adapted to this facility. Allen asked for a vote to accept each policy to comply with FLLS Minimum Standard requirements.

Whistle Blower Policy (new) Randy motioned to accept, Joan second, passed unanimously.

Disaster Plan Policy (new) Randy motioned to accept, Joan second, passed unanimously.

Sick Leave Policy (new), Randy motioned to accept, Jean second, passed unanimously

Long Range Plan (updated), Randy motioned to accept, Jean second, passed unanimously

Policies will be filed in the Policy Manual and Volunteer Handbook. Item #11 – to meet NYS Minimum Standards, Fair Haven Public Library will add one hour public service time to Tuesday hours. The Library will be open 5-8 PM Tuesday evenings bringing our total opening hours to 20 per week. Randy motioned, Joan second, motion passed unanimously. Effective Immediately.

Randy motioned that we move into EXECUTIVE SESSION: Reason – Personnel. Jean second, passed unanimously.

Randy motioned to exit Executive Session Jean second, passed unanimously.

NEW BUSINESS: Hank reviewed Trustee's yearly evaluation of the Director. Allen received high praise for successfully leading us through the year of covid. He set forth policies and procedures that successfully guided us through an abrupt closing in March, opening curb-side July 6 , training all volunteers in sanitizing procedures and FLLS protocols. His planning allowed us to successfully open early Aug, with regular days and hours with all volunteers. On behalf of the Board, Hank offered Allen a 2 year contract (2021-2023) beginning Jan 1, 2021. He will receive a 10% increase in salary, and would be \$14,300 for 2021 and salary for 2022 would be determined at the Oct. 2021 Board meeting. Randy motioned to present this offer to Allen, Jean second, motion passed unanimously. Allen accepted the proposal, Hank will prepare the contract and arrange for signing.

OLD BUSINESS: The new Little Free Library for children has been successfully installed in Phillips Park with the help of Dick Bills. It will be maintained by Nancy Reed our Story Hour Volunteer and will be available May – October. Winter storage will be in Library storage building.

There will be a "Special Meeting" to accept and approve the 2021 Budget – date to be determined.

Annual Meeting will be held January 6, 2021 5:00 PM Library

Joan motioned to adjourn, Randy second, motion passed unanimously. Meeting adjourned at 7:00 PM

Respectfully Submitted,

Joan Spang