

Fair Haven Library Board of Trustees' Meeting

October 3, 2023

The meeting of the Fair Haven Board of Trustees was called to order at 1:00 PM by Randy Lawrence. Trustees present were Jean Wilkinson, Randy Lawrence, Eileen Sawyer and Matt Osterhautd and Library Director Allen Tompkins. Jeannette Smith was excused. No public attended.

Randy asked for a motion to accept the agenda. Jean so moved, Matt seconded, motion carried. A motion was made by E. Sawyer, seconded by M. Osterhautd, to appoint Jean Wilkinson as temporary secretary for the meeting. Motion carried. **(Due to delay from Village in administering oath of office and swearing in for Randy Lawrence, Randy respectfully abstained from voting on all motions during this meeting.)**

SECRETARY'S REPORT: Jean made a motion to accept the minutes of the June 6, 2023 meeting, seconded by Matt, motion carried.

TREASURER'S REPORT. Motion to accept report made by Matt, seconded by Eileen, motion carried.

DIRECTOR 'S REPORT:

1. Circulation is still up and summer reading program went very well. Story hour is going well and the library's museum pass is being used.
2. The library participated in United Way of Cayuga County's Day of Caring on August 4.
3. Allen attended the Back to School Carnival in August and plans to attend the Health Fair in November at RCCS.
4. Water spigot has been installed outside and the Village is planning to paint children's room ceiling.
5. A book was purchased in memory of Linda Clum, "The Giant Encyclopedia of Arts and Crafts Activities."

Motion made by Matt, seconded by Eileen, to accept director's report. Motion carried.

PRESIDENT'S REPORT: Discussion held on mandated two-hour trustee training. Randy would like all trustees to have training completed by December 12, 2023. Discussion held on required policy updates. Motion made by Eileen, seconded by Jean, to adopt the updated Sexual Harassment and Discrimination Prevention Policy. Motion carried. Motion made by Jean, seconded by Eileen, to adopt the Fair Haven Library Collection Development and Materials Challenge Policy. Motion carried. We are still awaiting a sample policy from FLS on employee breastfeeding. Eileen will be attending the FLS Annual Meeting on October 13. Short discussion held on 2024 budget, which will be voted on at next meeting.

EXECUTIVE SESSION: A motion was made by Matt, seconded by Jean, to go into Executive Session at 1:47 to discuss personnel salaries. Out of Executive Session at 1:57 pm.

OLD BUSINESS: Matt has compiled a list of former library trustees beginning in 1975. Motion made by Eileen, seconded by Jean, to add this information to the updated history of the library. Motion passed.

NEW BUSINESS: Discussion held on changing library meeting times. Motion made by Eileen, seconded by Jean, to change meeting times to 4:00 pm on Tuesdays. Motion carried. Motion made by Matt, seconded by Eileen, to adjourn meeting at 2:06 pm

Respectfully Submitted

Jean Wilkinson, Acting secretary

Next meeting - December 12, 2023 4:00 pm

Annual meeting - January 2, 2024 4:00 pm