

The January 12, 2022 meeting of the Library Board of Trustees was called to order at 5:04 p.m. Members present were Mary Young, Lora Allen, Tracy Martorana and Philip Weise. Also present was Betsy Halvorsen.

Minutes: The minutes of the December 8, 2021 meeting were approved on a motion by Tracy Martorana, seconded by Lora Allen, and carried unanimously.

Treasurer's Report: Attached.

Approval of Bills: Bills for December, totaling \$10,791.85 were approved on a motion by Lora Allen, seconded by Tracy Martorana, and carried unanimously.

Director's Report: Attached.

Old Business:

- **Long Range Plan:** The 2022-2026 Long Range Plan was adopted on a motion by Lora Allen, seconded by Philip Weise and carried unanimously.

New Business:

- **Updated Sick Plan:** Betsy presented an updated sick leave policy. The board approved the policy on a motion by Mary Young, seconded by Tracy Martorana, and carried unanimously.
- **Review Collection Development Policy:** The reviewed updates to the collection development policy and approved it on a motion made by Lora Allen, seconded by Tracy Martorana, and carried unanimously.
- **Minimum Staffing Levels:** Betsy informed the Board that there is no state standard for the minimum number of staff required to keep a library open. However, considering the two levels of the library, it would not be wise to operate with less than two staff. Staffing issues may arise because of COVID spreading so quickly right now and it's possible the Library would have to reduce hours or closed based on the number of staff that could be out at any given time.
- **Board Training Requirements:** Betsy let the Board know that annual training will become a requirement for NYS Minimum Standards in 2023 and that there is a Trustee Handbook Book Club that meets 6 times a year that they are able to participate in if interested.

Other

- Mary Young made the motion to go into executive session at 5:38 pm to discuss staffing for the upcoming year.

The board returned from executive session at 6:02 pm.

The meeting was adjourned at 6:03 p.m. on a motion by Lora Allen and seconded by Tracy Martorana. Respectfully submitted.

Executive Session Minutes

The board discussed continued concerns that the library is overstaffed for the current level of patrons coming in. The board asked Betsy to look at potential savings if a FT clerk position was eliminated and replaced with part-time people who would just work during times when staffing is light.