

The October 12, 2022 meeting of the Library Board of Trustees was called to order at 5:00 p.m. Members present were Mary Young, Lora Allen, and Tracy Martorana. Also present was Betsy Halvorsen.

**Minutes:** The minutes of the September 14, 2022 meeting were approved on a motion by Tracy Martorana, seconded by Mary Young, and carried unanimously.

**Treasurer's Report:** Attached.

**Approval of Bills:** Bills for October, totaling \$10,963.09 were approved on a motion by Lora Allen, seconded by Tracy Martorana, and carried unanimously.

**Director's Report:** Attached.

**Old Business:**

- **Library Assistant Position Update:** Applications have come in for the Library Assistant position. Applications will be reviewed and interviews will be set up for next week and possibly the following week. Betsy hopes to have a person hired and ready to start the first or second week of November.
- **Review Community Committee Meeting:** A meeting with the School Board Community Committee has been set for January 11 at 4:00 pm, just prior to the January Library Board Meeting. The meeting on September 28 was attended by Merritt Holly, Jackie Whiting, Rachel Green, Betsy Halvorsen, Mary Young, Philip Weise, Lora Allen, and Michael Iten. Topics discussed included the parking situation on Wolcott Street, the payment of taxes from the school to the Library, the grant for the sidewalk construction. Betsy will follow up with Merritt Holly when the Library parking spots are designated so that a robo-call can go out to parents reminding them not to wait in Library parking for drop off/pick up. Merritt Holly will follow up with Betsy when he finds out if the work above the one workroom desk is done. Betsy will alert Merritt when word comes from NYS regarding the Construction Grant.

**New Business:**

- **Microfiche Machine:** The Board approved the donation of the Library's microfiche machine to the Historical Society on a motion made by Tracy Martorana, seconded by Lora Allen, and carried unanimously.
- **Review Policies:** The Memorials and Gifts policy was reviewed and no changes were made. The Bulletin Board Use and Material Displays policy was reviewed and no changes were made. The Sales and Solicitation Policy was reviewed and no changes were made. The Cash Receipt Policy was updated and approved on a motion by Lora Allen, seconded by Tracy Martorana and carried unanimously. A motion was made to remove the Petty Cash Policy from use as there is no separate Petty Cash box anymore, by Lora Allen, seconded by Tracy Martorana, and carried unanimously. The Cash Procedure was revised and approved on a motion by Tracy Martorana, seconded by Lora Allen, and carried unanimously. The Conflict of Interest Policy was reviewed and no changes were made. The Staff Credit Card Use Policy was reviewed and no changes were made. The Empire Pass Borrowing Policy was revised and approved on a motion by Tracy Martorana, seconded by Mary Young, and carried unanimously. The Filming and Photography Policy was reviewed and no changes were made. The Investment Policy was reviewed and no

changes were made. The Laptop Policy was suspended from use on a motion by Mary Young, seconded by Tracy Martorana, and carried unanimously. The Meeting Room Policy was reviewed and no changes were made. The Public Participation Policy was reviewed and no changes were made. The Video Surveillance Policy was reviewed and no changes were made. The Whistleblower Policy was reviewed and no changes were made. The Wireless Network Access Policy was revised and approved on a motion by Tracy Martorana, seconded by Mary Young and carried unanimously. The Trustee Code of Ethics Policy was reviewed and no changes were made. The Sexual Harassment Policy was reviewed and no changes were made.

**Other**

The meeting was adjourned at 5:47 pm.  
Respectfully submitted.