

# Fairmount Community Library

## Board of Trustees Meeting Minutes

March 16, 2022

### Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held at Fairmount Community Library and was called to order at 6:58 PM.
- Attendees included Becky Ponza (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Ali Chamberlain (Board Member), Gary Ferner (Board Member), Jennifer Grant (Board Member), and Pete O'Mara (Board Member), Carol Charboneau (Board Member), and Brenda Shea (Library Director).

### Special Guest - NYS Assemblyman Lemondes Check Presentation

- Assemblyman Lemondes presented a check to the library.

### Approval of Meeting Minutes

- February meeting minutes were approved unanimously (Gary moved, Ali seconded).

### Period for Public Expression

- No members of the public attended the meeting.

### Treasurer's Report

- Mary discussed the Treasurer's Report; revenue and operating expenses are running to typical this time of year. No other concerns or questions raised.

### Director's Report

- Brenda discussed the Director's Report, including the winter and regular programs going well.
- Brenda is currently developing adult programs, and applying for Adult Literacy Grant in the spring. The Library is working towards expanding programs to reach some who have not been able to attend current programs.
- Brenda is developing a community survey for the spring to gather feedback; the Board will brainstorm more at the next meeting.
- A college night is being planned, and the Library is aiming to ensure it does not duplicate efforts already in place at the schools.
- Gary also discussed working on a Diversity, Equity, and Inclusion (DEI) statement with Brenda to add to the website.

### Old Business

- Annual Report
  - Brenda sent out the Annual Report for review and approval; Board will review and provide feedback and approval by email by Monday, March 21.
- Long Range Plan
  - The Board of Regents (oversight body) would like all libraries to have a long range plan; the Board discussed ideas for a survey to tie in with the spring survey. This topic will continue to be discussed in the coming months.

**New Business**

- Trustees Advisory Board Update
  - Becky attends the county advisory board to increase communication among county libraries; the next meeting will be at the end of April.
- Employee Manual HR Committee Update
  - Brenda and Lisa meet with Becky and Mary to add aspects to the Employee Manual to make it comprehensive.
  - Next will be reviewing best practices for performance appraisals; PayChex is providing guidance regarding the new requirement to explain state offerings for 401Ks.

**Any Other Business for the Board**

- Date Changing for 4/20 meeting
  - Meeting will be 4/19 at 7pm (moving the meeting forward by 1 day due to conflicts).

**Adjournment**

- Board moved into executive session 7:58 PM, and board moved out of executive session 8:22 PM; meeting adjourned at 8:23 PM.
- The next meeting is scheduled for April 19, 2022.