

Fairmount Community Library

Board of Trustees Meeting Minutes

April 19, 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 7:04 PM.
- Attendees included Becky Ponza (President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Gary Ferner (Board Member), Jennifer Grant (Board Member), and Pete O'Mara (Board Member), Carol Charboneau (Board Member), and Brenda Shea (Library Director).

Approval of Meeting Minutes

- March meeting minutes were approved unanimously (Gary moved, Peter seconded).

Period for Public Expression

- No members of the public attended the meeting.

Treasurer's Report

- Mary discussed the Treasurer's report; the overall expenses are rather standard at this time.
- At the May Board meeting, the 2020 Audit findings will be presented.

Director's Report

- Brenda discussed the Director's Report, as well as the fundraising spring appeal that will begin in the first week of May.
- The Library is currently in planning for summer reading (teaming with Maxwell Library as in 2021); the theme is "Oceans of Possibilities."
- For Earth Day, the Library partnered with Neighborhood Forests, and will be giving away saplings for those who signed up. The Library will also stay open later on Friday 4/22 for Earth Day activities.
- Brenda discussed several program successes, including the Recipe in a Jar and children's programs. The Board also discussed ideas for additional programs targeting other audiences.

Old Business

- Committees (focus and members listed below for clarification on future meetings and discussions):
 - HR:
 - Focus: developing the Employee Manual (and other possible future HR-specific initiatives)
 - Members: Becky, Mary, Lisa, and Brenda
 - Strategic Planning:
 - Focus: development of a long-range plan (aka: strategic plan) for future investments and library improvements
 - Members: Becky, Gary, Jen, and Brenda
 - Construction:
 - Focus: potential construction grant and the ideas for physical changes to the library

- Members: Rachel, Carol, Lisa, Mike, and Brenda
 - Personnel/Performance:
 - Focus: annual performance management of the Library Director
 - Members: Ali and Rachel
 - Board Development:
 - Focus: developing and growing the Board as needed
 - Members: Gary and Pete
- Long Range Plan (Gary)
 - The Board reviewed the Strategic Planning training together, and will utilize these trainings/ideas as a template for future planning.
- Employee Manual HR Committee Update (Brenda, Becky, Mary)
 - Brenda presented the additions and changes to the Employee Manual based on reviews with PayChex; Brenda will email the draft to the Board and will look for approval in May.
 - The additions to the manual included: NYS Sick Leave, Driving to a Library Event, Drug & Alcohol Policy, Trade Secrets, Paid Family Leave, Social Media Policy, Use of Library Equipment During Work Time, All NYS Employment Policies.
 - The changes to the manual included: Sexual Harrassment Policy, COVID-19 & Heroes Act, Dress Policy / Appearance During Work, 5.0 Standards of Conduct, Paid Time Off, Performance Evaluations, Discipline Policy.
 - The Board agreed to review the Employee Manual every March for potential changes.

New Business

- Proposed change of financial institution for Library funds (Brenda)
 - Brenda discussed the proposed change of moving from Solvay to Empower as financial institutions; Empower does not charge fees for items the Library is billed for, and includes easy-to-use online banking, etc.
 - The Board voted to change the financial institution to Empower: Becky motioned, Jen seconded; the Board approved unanimously.
 - Mary and Lisa (bookkeeper) will move forward with the change.
- Diversity, Equity and Inclusion (DEI) Policy (Gary)
 - Gary presented a draft of the DEI policy to ensure all are welcome at the Library.
 - The Board will review individually in the coming month, and will discuss changes and recommendations to the final statement at the May Board meeting.
- Community Feedback Survey (Brenda)
 - The Board discussed multiple ideas around possible survey topics, questions, and ways to customize (e.g., utilizing QR codes); more will be discussed in the coming month.

Any Other Business for the Board

- National Library Week (Brenda)
 - Brenda showed the campaign for National Library Week, including ALA resources that focus on advocacies and library workers.
- Trustee Training (Becky and Brenda)
 - The Board will continue to complete 5-25 minute segments of Board training every month in order to meet the requirement of 2 hours of annual training for trustees.

Adjournment

- Meeting adjourned at 8:22 PM (Pete motioned, Gary seconded).
- The next meeting is scheduled for May 18, 2022.