

Minutes of the Wead Library Board Meeting on January 23, 2023

Present: Melissa Benardot, President
 Jeanne LeClerc, Treasurer
 Anne Werley Smallman, Secretary
 Chris Eggsware, Vice President
 Lucille Poirier, board member
 Mary McDonald, Principal Library Clerk

Call to order: 7:04 pm by Melissa Benardot, Board President.

Motion to approve the minutes of the November 14, 2022 meeting by Lucille Poirier/second by Jeanne LeClerc. Approved unanimously.

Motion to approve the treasurer's reports of October and November 2022 by Chris Eggsware/second by Jeanne LeClerc. Approved unanimously.

Motion to accept the November and December 2022 bills as paid, by Lucille Poirier /second by Chris Eggsware. Approved unanimously.

Communications:

- Mary McDonald sent thank you notes to
 - Long-time patrons the Garrows for monetary donation
 - Katie Letourneau and Rosalyn Poirier for stuffed animal donation
 - A. & T. Stickney for second memorial donation in memory of K. Marceau, to be used at library discretion
- Thank you notes were received from
 - The Lamicas for (therapy dogs) Mitch & Abby's birthday party
- Memorial donations continue to be received for former director David Minnich, including through the "donate" button on the website
- Malone Telegram featured the library's Martin Luther King display in article

Library Report by Mary McDonald: *see attached*

Librarian's Report by Chelsie Russo: *see attached*

Old Business

- Civil Service Update - as of Dec. 5, Mary McDonald & Nicole Andre have their new titles: Principal Library Clerk & Senior Library Clerk; the date of civil service tests is TBD.
- Long-range plan: *Motion by Anne Werley Smallman to accept draft Long-Range Plan for discussion/second by Jeanne LeClerc. Unanimously approved.*
 - Proposals/notes for amendment:
 - p.2 *decline of population - 11% since when?*
 - p.6 *discount passes - Mary tried to get passes to House of History, Wilder Farm & Lucky Strike bowling alley this year, all without success*
 - p.2 *background discussion of COVID pandemic - remove and create new objective under Goal 1: maintain updated crisis plans and include language about library's response to pandemic*
 - *Anne Werley Smallman presented draft Trustee Planning Evaluation Tool for consideration*
- COVID policy - *Motion by Melissa Benardot to modify policy to remove employee additional paid sick leave for COVID-positive tests unless DOH mandates a quarantine/second Chris Eggsware. Unanimously approved.*

New Business

- Personnel Code of Conduct updates:
 - addition of additional paragraph "Reporting"
 - Change first person to impartial third person language (strike "we" and "our")
 - List of unacceptable behavior - add caveat that not an exhaustive list*Motion to approve suggested updates to Personnel Code of Conduct by Chris Eggsware/second by Jeanne LeClerc. Unanimously approved.*
- New Part-time personnel policy - Employees with 5-99 employees must provide paid sick leave per NYS law. *Motion by Lucille Poirier to approve with revisions the Part-time Personnel Policy/second by Jeanne LeClerc. Unanimously approved.*
 - Revisions: change personal to impartial language (strike "your" and "we" and "our")
 - Copy approved changes to Personnel Code of Conduct section (see above)
 - Add to "sick time" section: *if hired in the months...* clarify that applies to year of hire only (first year vs. each year)
- Updated Constitution and Bylaws
 - *Motion by Melissa Benardot to approve changes to the Constitution and Bylaws/second by Lucille Poirier. Unanimously approved.*
 - Revisions:
 - *director to director or designee in all cases*
 - IV:1 - change ... *meet each month to meet nine times throughout the year*
 - IV:1 - change to *minutes made available (vs. mailed)*

- IV:3 - change to ... *presented prior to the submission of the report to NYS*
(vs. *January*)
 - V:1 - change from *shall* to *may*
 - V:3-5 change to V:1:a-c
- Date for Annual Meeting & vote: Tuesday, April 25, 2023

The next regularly scheduled board meeting will be February 27, 2023 at 7pm.

Adjourned at 8:38pm on motion by Jeanne LeClerc/second Lucille Poirier.

Respectfully submitted,
Anne Werley Smallman
Board of Trustees