

Minutes of the Wead Library Board Meeting on January 10, 2022

Present: Jeanne LeClerc, board member
 Anne Werley Smallman, board member
 Chris Eggsware, board member
 Lucille Poirier, board member
 Mary McDonald, Senior Clerk
 Melissa Benardot, President

Call to order: 7:05 pm

Motion to approve the minutes of the October 18, 2021 meeting by Lucille Poirier/second by Chris Eggsware. Approved unanimously. The brief notes of the November 15, 2021 meeting (without quorum) were acknowledged.

Motion to approve the treasurer's reports of September, October & November 2021 by Jeanne LeClerc/second by Chris Eggsware. Approved unanimously.

Motion to accept the November & December 2021 bills as paid, by Chris Eggsware/second by Jeanne LeClerc. Seymour roofing work completed and full bill paid. Approved unanimously.

Communications: Mary McDonald responded to six donations and sent congratulations to FA 9th grader Sophie Reynolds on her illustration of a published book. Foothills Art Society requested to reserve the 3rd floor again for September 2022. Mary acknowledged the request but indicated that two weeks would be the maximum time for an outside event.

Library Reports by Mary McDonald: *see attached*

Michael Spofford (CEFLS) finally responded last week to the staff request for help with the 2021 Comptroller's report. It is completed and will be submitted ASAP.

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

Old Business

- Reopening Status: The library is still in phase 5; masks are still mandatory for all staff and patrons inside the library.
- Board Executive Committee positions:
 - Nomination of Anne Werley Smallman as Secretary by Melissa Benardot/second Jeanne LeClerc. Unanimously elected
 - Nomination of Jeanne LeClerc as Treasurer by Lucille Poirier/second Melissa Benardot. Unanimously elected
 - Nomination of Chris Eggsware as Vice President by Lucille Poirier/second Melissa Benardot. Unanimously elected

Nomination of Melissa Benardot as President by Anne Werley Smallman/second by Chris Eggsware. Unanimously elected

- Civil Service update – Melissa Benardot is still awaiting information
- Digitization project proposal and quotes – discussion tabled until next meeting
- New and Updated Library Policies addressed (see attached):
 - **Personnel Code of Conduct** *Suggested changes to Penalties section: first paragraph should read “A first offense will merit a verbal warning; the second offense will be followed by a written warning; after a third offense, the employee will be suspended or terminated. Suspension will be unpaid unless prohibited by contractual obligations.” Add after last paragraph: “In the case of offenses by Director or designee, the Board of Trustees will receive complaints and enforce this policy and oversee disciplinary actions.” Motion tabled to review proposed changes.*
 - **Display and Distribution of Public Materials Policy** *motion to adopt as written by Anne Werley Smallman/second by Jeanne LeClerc; approved unanimously*

New Business

- Proposed holiday changes to staffing and library closure for Juneteenth, Christmas and New Year’s (see attached) approved on motion by Chris Eggsware/second Jeanne LeClerc.
- Proposed vinyl gazebo for front lawn on gravel base – should be less than \$10,000. Mary McDonald and Melissa Benardot expressed support for purchasing locally. Motion to approve the project of purchase and installation of a gazebo by Chris Eggsware/second Lucille Poirier.
- CEFLS recommended a statement granting specific authority to the Librarian I position to satisfy several NYS statutory requirements (in lieu of Director). Motion by Lucille Poirier/second by Jeanne LeClerc to approve the following statement:
Regardless of not meeting the minimum qualification of 2 years of professional experience for director at this time, Chelsie Russo, Librarian I, has the authority to assist with and sign statistical or narrative reports as needed or required.

Entered into Executive Session upon motion by Chris Eggsware/second Anne Werley Smallman at 8:22pm. Left Executive Session upon motion by Chris Eggsware/second Lucille Poirier at 8:29pm.

The next regularly scheduled board meeting will be February 28, 2022 at 7pm.
 Adjourned at 8:30pm on motion by Jeanne LeClerc/second Anne Werley Smallman.

Respectfully submitted,
 Anne Werley Smallman
 Board of Trustees