



TOWN OF PENFIELD

3100 Atlantic Avenue, Penfield, NY 14526-9798



PENFIELD PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MONTHLY MEETING - HYBRID

Tuesday, July 19, at 7:00 PM

3100 Atlantic Avenue, Penfield, New York 14526 (Town Hall)

AGENDA

- I. Call to Order/Welcome: Barbara Power, President
- II. Approval of Minutes and Financial Report
- III. Public Participation
- IV. Liaison Report: Linda Kohl
- V. Committee Reports:
 - a. Finance: Neeraj Shah (Chair), Brett Holley, Jennifer McCorry
 - b. Personnel: Rachel O'Neill (Chair), Judie Marinucci, Denise O'Reilly
 - c. Strategic Planning: Melissa Bowie (Chair), Megan Griffin-Adams, Judie Marinucci
 - d. By-Laws/Policy: Megan Griffin-Adams, Brett Holley, Rachel O'Neill:
 - 1. Collection Development Policy
 - 2. Social Media Policy
 - 3. Whistleblower Policy
 - 4. Fund Balance Policy
 - 5. Conflict of Interest
 - e. Communications/Advocacy: Denise O'Reilly (Chair), Melissa Bowie, Jennifer McCorry, Neeraj Shah
- VI. Director's Report: Rhonda Rossman
- VII. New Business:
 - a. Ruth Braman Room Project and NYS Construction Aid Application
 - b. Long Range Strategic Plan 2022-2026
- VIII. Continuing Business:
- IX. Claims Payment/Appointment of Auditor:
- X. Adjournment of Regular Meeting
- XI. Next Meeting: August 16, 7:00pm

PENFIELD PUBLIC LIBRARY BOARD MINUTES

MINUTES OF THE MEETING HELD ON July 19, 2022

PRESENT: Bowie, Griffin-Adams, Holley, Marinucci, O' Neill, O' Reilly, Power, Shah, Kohl, Rossman, Herko

ABSENT: McCorry

CALL TO ORDER: The regular meeting was called to order at 7:01pm by B. Power.

APPROVAL OF MINUTES/ FINANCIAL REPORTS:

A MOTION was made by N. Shah to approve the minutes from June 21 Board meeting. It was SECONDED by R. O'Neill. **THE MOTION WAS CARRIED UNANIMOUSLY.**

FINANCE:

N. Shah discussed the financial report for June.

A MOTION was made by N. Shah to approve the June financial report. It was SECONDED by D. O'Reilly. **THE MOTION WAS CARRIED UNANIMOUSLY.**

PUBLIC PARTICIPATION:

The meeting was shown on PCTV and YouTube.

COMMITTEE REPORTS:

PERSONNEL:

R. O'Neill requests the two Trustees whose terms expire in December 2022 to inform B. Power of their decision as to whether they would like to continue service. If not, the search process to find their replacements will begin.

STRATEGIC PLANNING: none

BYLAWS/ POLICY REVIEW:

M. Griffin-Adams provided draft policies of Collection Development, Social Media, Whistleblower, Fund Balance, and Conflict of Interest.

A revision to the Collection Development Draft Policy was recommended to page 5, section C, sentence 2.

A MOTION was made by J. Marinucci to include the revision to the Collection Development Policy. It was SECONDED by M. Griffin-Adams. **THE MOTION WAS CARRIED UNANIMOUSLY.**

The Committee will further review the draft policies and vote to approve them at the August meeting.

COMMUNICATIONS/ ADVOCACY: None

DIRECTOR'S REPORT:

R. Rossman discussed the Director's Report and answered questions from the Board of Trustee's.

TOWN LIAISON:

L. Kohl shared budget meetings have begun with the Finance Director, Barbara Chirdo and Town Supervisor, Marie Cinti. Summer Concert series are schedule for July and August. Tastin' the Blues is also returning.

This week's Town Board Legislative session has two public hearings scheduled. One public hearing is to discuss the proposed use of the State and Local Fiscal Recovery Funds received under the American Rescue Plan Act (ARPA). The second public hearing is to establish a Moratorium on new Development Applications within the Mixed used District (MUD) in the Town of Penfield. L. Kohl answered Trustee questions.

NEW BUSINESS:

R. Rossman shared the possibility of renovating the Ruth Braman Room and provided a draft Long-Range Strategic Plan 2022-2026 for review.

Revisions were suggested to the draft Long-Range Strategic Plan 2022-2026 regarding the objectives and goals.

A MOTION was made by M. Griffin-Adams to approve the amended Long-Range Strategic Plan 2022-2026 with the revisions requested. It was **SECONDED** by M. Bowie. **THE MOTION WAS CARRIED UNANIMOUSLY.**

UNFINISHED BUSINESS:

J. Marinucci shared the Friends have requested a liaison from the Board of Trustees. B. Holley volunteered to be the liaison for the Friends.

B. Power stated the Friends are still in need of book donations. Donations can be dropped off to the back door of the Library on Tuesday, Wednesday, and/or Thursday between the hours of 10:00am-1:00pm. Donations can also be made at the Circulation desk during library hours.

CLAIMS PAYMENT AUTHORIZATION:

D. O'Reilly requested authorization of payment for the vouchers through July 19, 2022 in the amount of \$31,703.70.

A MOTION was made by D. O'Reilly to approve the payment of the vouchers as submitted in the amount of \$31,703.70. It was **SECONDED** by M. Griffin-Adams. **THE MOTION WAS CARRIED UNANIMOUSLY.**

APPOINTMENT OF AUDITOR:

M. Bowie will be auditor at the August 16 Board meeting.

ADJOURNMENT:

A MOTION was made by B. Holley to adjourn the regular meeting at 7:50pm. It was **SECONDED** by J. Marinucci. **THE MOTION WAS CARRIED UNANIMOUSLY.**

Respectfully submitted,
Deanna Herko