

Rosendale Library Board of Trustees Meeting, February 19, 2020

Attachments sent to Board Members for review prior to meeting:

[2019 Annual Report to State.PDF](#)

[ELPAC 2019 Annual Report.pdf](#)

[Helpful Information for meeting minimum library standards.pdf](#)

Meeting called to order at 7:15 pm

In attendance: Amber Billey, Eric Morrow, Rose Unes, Carl Welden, Craig Zisman, Jacky Davis-Soman, Beth King, Sheila Dixon

Excused:

Staff: Katie Scott-Childress, Teresa Howe, Jean Strom, Treasurer, Diane Newlander

Friends: Eileen Hall

Others: None

Meeting Agenda

I. Approval of Minutes

Motion to approve minutes of January 15 made by Craig seconded by Carl, unanimously approved

II. II. Financial Reports. See handouts

III. III. Pay Bills: Motion to approve the paying of bills in the amount of \$8,946.45 made by Jackie seconded by Beth unanimously approved.

IV. New Business

1) Approval of Annual Report to State

Motion to approve the Annual Report to State made by Craig second by Carl, unanimously approved. Variances for the annual report included, an annual report to the community, periodical assessment of the needs of the community, and a long range plan.

2) Personnel Policy

Motion to approve the Paid Leave Policy made by Eric second by Jackie unanimously approved. (See attached policy).

3) DVD fines

Motion to approve policy on DVD fines made by Beth, seconded by Rose, unanimously approved

- 4) **Laser printers: Motion to decommission our old printers and offer them to our patrons made by Rose, seconded by Carl unanimously approved.**
- 5) **5) Tree work: Motion for Katie to peruse a contract for the removal of old trees made by Beth seconded by Carl, unanimously approved.**

V. Old Business

1) Preliminary building expansion plans presented by Katie. Motion to approve spending \$2,900 to move forward to the next steps made by Craig seconded by Jackie, unanimously approved.

VI. President's Report: See handout. Kathy McGahan has stepped down from the Board of Trustees. Motion to appoint Bill Stamm to the Board of Trustees made by Eric, seconded by Carl, unanimously approved.

VII. Director's Report. See handout.

VIII. Friends Report. Eileen Hall reported; Tues of next week our NY State Representative, Jen Metzger & Eileen will go to Albany to lobby for library funding. Purchased passes to Empire state park and 4 passes to Hudson River Maritime museum. Next Friends meeting is March 14.

On Feb. 10 film, DRIVEWAYS which was partially shot at the library was released.

IX. Motion to adjourn the meeting at 8:57 made by Beth seconded by Eric. unanimously approved.

Next meeting, Wednesday, March 18 7:00 p.m.

Personnel Policy

Paid Leave

Full time employees work 35 hours per week.

Part time employees work less than 35 hours per week.

Full-time Paid Leave

Vacation:

- 1-5 years of employment: 3 weeks
- 5-10 years of employment: 4 weeks
- 10 or more years: 5 weeks

A full time employee can carry over the equivalent of half their accumulated vacation hours into the next calendar year.

Personal: 3 days (21 hours) of personal time which do not accumulate.

Sick: 5 days (35 hours) which can accumulate up to 30 days (210 hours)

Part-time Paid Leave

Vacation

Employees may accumulate the equivalent time of two weeks vacation of their regular hours, and may carry over the equivalent time of one week's worth of hours over to the next calendar year.

OR Employees hired prior to January 1, 2020 have the choice of 3 days (21 hours) of personal time which do not accumulate.

Sick

Employees may accumulate the equivalent of one week sick time of their regular hours per year, and can accumulate up to six weeks equivalent time of their regular hours.

OR Employees hired prior to January 1, 2020 have the choice of accruing sick time up to 30 days (210 hours).

Approved February 19, 2020