

Cohocton Public Library Board Minutes

June 21, 2022

Meeting called to order by President Jessica Roper at 4:13 pm

Present: Jessica Roper, Jessie Zeh, Kathy Krivitza, Pam Vogt, Freda Feely, Sandy Shafer, Barb Storms, Jim Feely

Changes to the agenda: omit B, D and E (bat remediation, annual report and hiring HR person) and add staff evaluations.

Financial report given by Kathy Krivitza:

May balance: \$201,294.25; balance with outstanding checks: \$204,945.36; int \$6.82

Paid Family Leave: \$14,247.96; interest \$.25

Certificate of Deposit: \$50,000.00 This will expire in August.

Motion to accept April minutes made by Pam, seconded by Kathy.

Director's report given by Jessie Zeh - see attached April and May reports.

Old Business:

a. Community Room Update: Phase 2 is done, air conditioning is installed. It was suggested to create a decorating committee. An adult section is being created in the back part of the community room.. We need to think about what should be done in the next phase. Freda questioned if the renovation of the upstairs to close off spaces would be used enough to justify the expenses. Jessie will write up an Intent to Apply that will include new windows and ceiling tiles upstairs and replacing the side roofs.

b. Construction Aid Phase 2: Completed

c. Budget Vote/ Hearing: Budget was passed. d. Staff Evaluations: Jessie Zeh has completed evaluations on staff. The evaluation needs to be completed on Jessie Zeh by the Board.

New Business:

a. Updated Personnel Policy Review: Barb has updated the policy. It was reviewed and agreed that paid holidays will be changed to include: January 1, Martin Luther King Day, Memorial Day, Juneteenth, July 4th, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day. The library will be closed on the following days and the staff will not get

paid: Presidents Day, Columbus/ Indigenous Day, Fall Foliage weekend, December 24, 26 and 31. Updated policy reads that work must be done at the library unless approved by the Board of Trustees. Jessie Zeh stated that Kim has been given permission to work 5 hours per week at home. Barb will need to check minutes from previous meetings to verify

b. Updated Family Leave Policy Review: Jess Roper updated policy. Barb will add this to the Personnel Policy since it is short. Aaron Benton is now our agent for our insurance policies. It was discussed whether to keep the family leave supplement or increase our disability coverage.

c. Liz/ Leaving New Employee Position: Liz has resigned to take a full time position elsewhere. Jessie Zeh has posted for a program coordinator on Indeed. Duties will include Saturday coverage, lead nursery school and story time. It is preferred that this person has experience with children. Background check will be done.

d. Security Camera: It is not working. Jessie Zeh has a quote from a security company for \$5,000.00. Durk Traphagen has offered to install new cameras for \$1,100. Jessie will need to check if that would be a conflict of interest since his wife is a library employee. Jess Roper suggested checking into other companies, such as Arlo Securities, that operate via WIFI. We need a system that has at least one month of storage. Cameras are at all exits/ entrances.

e. Handicap Door: Door acts up at times; currently working okay. Warranty has expired and the company offers extended warranty for \$600.00 per year for 3 years. Jessie Zeh will check to see if our insurance policy provides coverage.

f. Executive Session: Vote to go into executive session to discuss employee raises:

Kathy - Yes, Sandy Yes, Pam - Yes, Jess- Yes, Barb - Yes Jim and Freda had left.

Went into executive session from 5:30 - 6:03 pm. Jessie Zeh was in executive session from 5:30 - 5:42 pm. Return to normal session at 6:03 pm.

Present: Jessica Roper, Kathy Krivitza, Pam Vogt, Sandy Shafer, Barb Storms

g. Employee Raises: It was agreed to give the following raises effective the first full pay period in July.

Program Coordinator at \$15.00/ hour (increase \$1.50/hour)

Vote: Kathy - Yes, Sandy Yes, Pam - Yes, Jess- Yes, Barb - Yes

Donna (Time Keeper) at \$15.00/ hour (increase \$1.50/hour)

Vote: Kathy - Yes, Sandy Yes, Pam - Yes, Jess- Yes, Barb - Yes

Kim (Assistant to the Director) at \$16.00/hour (increase \$1.00/hour)

Vote: Kathy - Yes, Sandy Yes, Pam - Yes, Jess- Yes, Barb - Yes

Jessie (Director) at \$21.00/hour (increase \$1.00/hour)

Vote: Kathy - Yes, Sandy Yes, Pam - Yes, Jess- Yes, Barb - Yes

Trustee Concerns: none

Motion to adjourn the meeting made by Pam, seconded by Sandy and so done at 6:14 pm

Respectively submitted,

Barbara Storms

Director's Report May 2022

Board Meeting 6/13

Circulation 813 (1065)

Patrons –221 (259)

Computer Sessions- 41 (32)

Computer Assistance/ fax- 4 (5)

New Patron Registrations 2 (3)

Digital Collection Statistics:

Overdrive Checkouts 39 + 0= 39 (65)

New Items 60 (71)

Holds Placed 130 (142)

Holds Received 140 (164)

Holds Filled 201 (183)

Facebook Statistics

Month Total Consumers 289 (339)

Month Total Post Engagements 495 (674)

Total Video Views 35 (24)

Page Reactions 105 (211)

Website visits 29

WIFI-38 (39)

Story Time (In person, by apt.)

5/5- 9 Prek and Chick Hatch!

Nursery School

5/4-4, 5/6-3, 5/9-4, 5/11-4, 5/13-4, 5/23-3, 5/25-4, 5/27-4 + Graduation 8

Bone Builders

5/5-6, 5/10-7, 5/17- 7, 5/19-5, 5/24-6, 5/26-5, 5/31-6

Program/ presenter

5/5 Homesteaders Club- 13

5/7 Mother's Day Tea Party- 3

5/4 Quilling- 5

5/21 Tinkergarten Popup Playdate- 5

5/25 Craft Repeat-9

5/25 Book Club – 7

Rummage Sale- 22

May Plans

This month we closed 5/31 for Memorial Day. Budget Vote was May 17th and passed.

We had a successful Rummage Sale and low attendance to the Mothers Day Tea Party despite interest. We hatched chicks with Nursery School, eggs were donated by one of our families in hope for more chickens.

Nursery School Graduation was at the end of this Month.

We have seen Covid 19 cases rise and it has caused people to call out of programs. Steuben County recommends masking in doors, STLS is leaving the call in our hands.

Our Elevator was inspected by TK Elevators and they will send a quote to inform our next Construction project. Mark might have someone to bid against them.

Liz has submitted her two weeks' notice as she accepted a full time position at Value Home Center. We wish her the best and will miss all of her amazing displays and programs.

June Plans:

We are collecting quotes for the next construction project. I will be interviewing for both a substitute clerk and Youth Services Library Assistant. We forward to the start of Summer Reading and plan to show a movie at Dom's Original Appreciation Picnic to promote. We will also have the Handicap door fixed this month.

