

**Bancroft Public Library
Board of Trustees – Minutes of the July 7, 2020 Meeting**

Present were Ed Donoghue, Kim Erbe, Alesa Wilson, Rachael Armstrong, and Rebecca Brown. Also present were Interim Director Karen Hickland, Director Lori Stokem, and Friends Treasurer Wendy Hunter.

Rachael Armstrong made a motion, Alesa Wilson seconded, to approve the June 2, 2020 regular meeting minutes and the June 9, 16, 23, and 30, 2020 special meeting minutes as presented. All were in favor and the motion was carried.

Public Comment: None.

Correspondence: None.

Finance Officer's Report: Vouchers from the Library Fund Nos. 40 through 49 and totaling \$10894.04 were audited and ordered paid. Alesa Wilson made a motion, Rachael Armstrong seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried.

Library Director's Report: See attached. Regarding the purchase of seven new computers, necessitated by the end of SALS support for older models, Interim Director Hickland suggested purchasing two computers in each of the next four bulk orders to keep us on track. Rebecca Brown made a motion, Rachael Armstrong seconded, to authorize these purchases as suggested. All were in favor and the motion was carried. Interim Director Hickland also mentioned that Inter-Library Loans are starting up again in the smaller libraries.

Committee reports: None.

Old Business: Regarding the Provisional Charter registration, and the changes and/or clarifications requested by Mary Beth Farr, Library Development Specialist, Division of Library Development at the State Ed Department, and after the creation of or amendments to the By-Laws, Policies, and Employee Handbook, reviewed by the Board, the following actions were taken:

Alesa Wilson made a motion, Rachael Armstrong seconded, to adopt the By-Laws as amended and presented. All were in favor and the motion was carried.

Alesa Wilson made a motion, Rachael Armstrong seconded, to adopt the following policies as created and/or amended and presented:

- Behavior and Environment Policy.
- Disability Accommodations Policy.
- Emergency Procedures Policy.
- Fund Balance Policy.
- Internet and Electronic Resources Policy.
- Library Operations Policy.
- Programming Policy.
- Public Relations Policy.
- Records Retention Policy.
- Responsibilities of the Board of Trustees.
- Social Media Policy.
- Volunteers Policy.

All were in favor and the motion was carried.

Alesa Wilson made a motion, Kim Erbe seconded, to adopt the Employee Handbook created for the Bancroft Public Library. All were in favor and the motion was carried.

In addition to these documents, Rebecca Brown made a motion, Alesa Wilson seconded, to submit the document created by President Donoghue showing the Board's replies in satisfaction of NYSED's requests. All were in favor and the motion was carried.

Regarding applying for an absolute charter, Rebecca Brown presented the Resolution with the following language:

RESOLVED: That the Board of Trustees of Bancroft Public Library hereby petitions the Board of Regents of the University of the State of New York for the issuance of an absolute charter; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the Board of Trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

and also the Petition to be used to apply for the issuance of an absolute charter to replace the provisional charter. Kim Erbe made a motion, Alesa Wilson seconded, to adopt the Resolution and to authorize President Donoghue and Secretary Brown to execute the Petition and submit them, together with the requisite check for \$60, to the Board of Regents of the University of the State of New York. All were in favor and the motion was carried.

Regarding the status of the State Aid for Library Construction Grant efficiency projects, Rebecca Brown submitted the final report. When approved, the remaining 10 percent of the Grant should be released.

There is no word yet on the 2020 State Aid for Library Construction Grant submitted last September.

There is no word yet on the Zoll Automated External Defibrillator (AED).

New Business: Kim Erbe was appointed to chair a committee to work (with the bequest from Jim Tomasi) on a plan for the courtyard/park. Rachael Armstrong and Alesa Wilson joined the committee. Kay Tomasi will be asked whether she wants to participate.

Other Business: None.

The next regular meeting was set for Tuesday, August 4, 2020 at 6:30 PM.