

**Bancroft Public Library**  
**Board of Trustees – Minutes of the December 7, 2021 Meeting**

Present were Ed Donoghue, Kim Erbe, Rachael Armstrong, and Rebecca Brown. Alesa Wilson was excused. Also present were Town Council/Bancroft Trust member Brenda Levey and Friends of the Library Treasurer Wendy Hunter-Hayward.

Rachael Armstrong made a motion, Kim Erbe seconded, to approve the November 2, 2021 meeting minutes. All were in favor and the motion was carried.

**Public Comment:** Wendy shared that the wreath sale was very successful with the numbers up over last year.

**Correspondence:** None.

**Finance Officer's Report:** Vouchers from the Library Fund Nos. 95 through 102 and totaling \$75815.50 were audited and ordered paid. Rachael Armstrong made a motion, Kim Erbe seconded, to accept the Financial Statements as presented. All were in favor and the motion was carried. Kathy Chambers requested and resolutions were adopted for the transfer or appropriation of funds as follows:

**RESOLUTION NO. 2 OF 2021 APPROVING A TRANSFER WITHIN THE 2021 BUDGET**

*WHEREAS, an inter-budgetary transfer is required in order to avoid an overdrawn account, now, therefore, be it*  
*RESOLVED, on motion by Trustee Brown, seconded by Trustee Armstrong, that \$373.29 be transferred from L7410.11 to L7410.2.*

*ADOPTED by unanimous vote at the regular Board meeting held December 7, 2021.*

**RESOLUTION NO. 3 OF 2021 APPROPRIATING SURPLUS FUND BALANCE INTO THE 2021 BUDGET**

*WHEREAS, an Amendment to the 2021 Bancroft Public Library Budget is required in order to move surplus revenue to L691 Deferred Revenue, now, therefore, be it*

*RESOLVED, on motion by Trustee Erbe, second by Trustee Armstrong, that \$2884.09 be appropriated into the 2021 Bancroft Public Library Budget and moved into Deferred Revenue for the purpose of paying grant-related expenses.*

*ADOPTED by unanimous vote at the regular Board meeting held December 7, 2021.*

**RESOLUTION NO. 4 OF 2021 APPROPRIATING SURPLUS FUND BALANCE INTO THE 2021 BUDGET**

*WHEREAS, an Amendment to the 2021 Bancroft Public Library Budget is required in order to move grant revenue to L691 Deferred Revenue, now, therefore, be it*

*RESOLVED, on motion by Trustee Brown, second by Trustee Armstrong, that the \$12832.00 received from the NYS Aid for Library Construction Grant award for window replacement be appropriated into the 2021 Bancroft Public Library Budget and moved into Deferred Revenue for the purpose of paying grant-related expenses.*

*ADOPTED by unanimous vote at the regular Board meeting held December 7, 2021.*

**RESOLUTION NO. 5 OF 2021 APPROPRIATING SURPLUS FUND BALANCE INTO THE 2021 BUDGET**

*WHEREAS, an Amendment to the 2021 Bancroft Public Library Budget is required in order to move grant revenue to L691 Deferred Revenue, now, therefore, be it*

*RESOLVED, on motion by Trustee Brown, second by Trustee Armstrong, that the \$5000 Challenge Grant awarded to the Bancroft Public Library for the purpose of installing automatic door opening hardware on the Bancroft Library entrance doors, be appropriated into the 2021 Bancroft Public Library Budget and moved into Deferred Revenue for the purpose of paying grant-related expenses.*

*ADOPTED by unanimous vote at the regular Board meeting held December 7, 2021.*

**Library Director's Report:** See attached.

**Committee Reports:** None.

**Old Business:** Regarding the 2019-2020 State Aid for Library Construction Grant (ADA Compliance), Ed Donoghue shared that the work schedule needs to be extended due to illness and/or positive covid testing among the Contractor's workers. Kim Erbe made a motion, Rachael Armstrong seconded, to extend the construction schedule to January 31, 2022. All were in favor the motion was carried.

Regarding the 2020-2021 State Aid for Library Construction Grant for replacement Windows, an RFP will be prepared in January, 2022, followed by work in the Spring.

Regarding the 2021/2022 SALS Challenge Grant, \$5000 was received from SALS toward the installation of an automatic door opener for the Bancroft Library entrance.

Regarding the COVID-19 Temporary Operation Policy changes presented (see attached), Rachael Armstrong made a motion, Kim Erbe seconded, to approve the changes as presented. The motion was carried with three Trustees voting yes, one abstaining.

Regarding the 2022 Budget, already passed, Trustee Erbe questioned the amount under Expenditures for Library Staff (L7410.11) of \$3500. This is the amount for only one staff member according to the three-year plan adopted. As the Budget has already been passed, a correcting amendment will have to be adopted at the January meeting, so that the amount for L7410.11 will be \$7000.

Current Open Meeting Law requirements are being met.

**New Business:** Regarding changes to the holidays included in the Library Operation Policy, discussion was had. Rachael Armstrong made a motion, Kim Erbe seconded, to not add Juneteenth to the holiday list at this time and to change Columbus Day to Columbus Day & Indigenous People's Day. All were in favor and the motion was carried.

Regarding having gutters installed and the proposal for gutters submitted by Wainschaf Associates, the topic will be brought to the attention of the Trustees of the Bancroft Trust at their next meeting.

Regarding Bancroft Library employee compensation in 2022, Kim Erbe made a motion, Rachael Armstrong seconded, to raise everyone to the three-year plan mentioned above. All were in favor the motion was carried.

The next regular meeting was set for Tuesday, January 4, 2021 at 6:30 PM.