

Bancroft Public Library
Board of Trustees - Minutes of the December 12, 2023 Regular Meeting

Present were Ed Donoghue, Kim Erbe, Alesa Wilson, and Rachael Armstrong. Also present were Town Board Supervisor, Sue Clary, and Friends Treasurer Wendy Hunter

Minutes: Kim Erbe made a motion, Rachael Armstrong seconded, to approve the November 14, 2023 regular meeting minutes. All being in favor the motion was carried.

Public Comment: Friends Treasurer, Wendy Hayward, gave an update on the success of the annual wreath sale and the sale of the Legends book. Sue Clary thanked Wendy and the Friends for continuing the tradition of the wreath sale.

Correspondence: A thank you note from a former volunteer was received thanking the library for providing him with such a great experience in his time at the library.

Finance Officer's Report: Vouchers from the Library Fund Nos. 70 through 74 and totaling \$1804.93 were audited and ordered paid. Kim Erbe 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.

Committee Reports: None.

Old Business: Regarding the 2023-2024 NYS Aid for Library Construction Grant, we are waiting for approval from the State Education Department.

Rachael Armstrong made a motion and Kim Erbe seconded to by final resolution of 2024 adopt the preliminary Budget as presented. All being in favor and the motion was carried.

Library building expansion and Cyber insurance was tabled for later discussion when all Board Members are in attendance.

New Business: Regarding the Material Reconsideration Policy and Request Form, Rachael Armstrong made a motion and Kim Erbe seconded to accept the policy as amended. All were in favor and the motion was carried.

Regarding the Harassment and Discrimination Policy and Complaint Form, Rachael Armstrong made a motion and Kim Erbe seconded, to approve the Policy and Form as amended. All were in favor and the motion was carried.

Regarding the 2024 Library Employee's compensation, Kim Erbe made a motion and Rachael Armstrong seconded to approve compensation as presented in the approved 3-year Salary/Wage breakdown document. All were in favor and the motion was carried.

Regarding the revision to the Video Surveillance Policy - the policy will state that when the Police or others request to see the video, they must have a search warrant or court order. Rachael Armstrong made a motion and Kim Erbe seconded to approve this policy as amended. All were in favor and the motion was carried.

The next meeting is the Annual Meeting and is scheduled for January 9, 2024.