

**LIBRARY BOARD OF TRUSTEES
REGULAR PUBLIC MEETING MINUTES
February 9, 2022 at 7:30 PM**

Meeting Called to Order at 7:37 pm

Present: J. Andrews, L. Barrett, I. Dominguez, D. Garafalo (DFPL Clerk), J. Golde, T. Gordon, A. Hendele, E. Hobson (DFPL Director), J. Illany, C. Sherman, L. Stutz

Absent: M. McNamara (DFPL Friends), L. Taylor (DF Trustee Liaison)

Public Comment Period

- No one from the public wished to make a comment

Approval of January Minutes

- The Board will vote to approve the January meeting minutes at the March meeting because not all Trustees had access to the drive through WLS to review the minutes in advance of the meeting.

Director's Report

- Discussion about whether the Library should update its policy regarding mandatory masks usage for library patrons
 - The E. Hobson expressed her desire to wait until the Governor issues an Order regarding mask usage in schools before the Library modifies its mandatory mask policy.
 - The Board voiced its support of E. Hobson's decision as well as her decision-making authority with regards to this issue
- Library received a seven-day room rental request by a solar energy company to conduct training for installers. The company also requested a discount from the published rates.
 - A discussion was held about whether there should be a discounted rate for long-term rentals. T. Gordon moved to authorize E. Hobson to offer the requested room at a rate of \$175 per day. I. Dominguez seconded. All approved.
 - The Policy Committee will update the Rental Policy to reflect a rental rate of \$175/day for five or more days. This will be voted on at the March meeting.
- Library received a second request for a one-day rental for a private photography class at the published rates.
 - Board decided that no vote was necessary.
- Draft budget was presented to the Village for review
 - The Village will review and will advise E. Hobson of its comments
- The Village Administrator has issued a policy that full time Village staff who can conduct their work from home must work from home on snow days
 - Discussed the feasibility of this for the Library staff due to the fact that Library staff members may be required to access non-public information through their personal devices.
 - Library does not have a work from home policy and the Policy Committee will work on drafting one
- Patron banned following a physical altercation
- Village conducted an energy audit of the Library through Honeywell. Several issues with the HVAC system were identified.

- Friends of the Library purchased two new carts for the Children's Room to replace old carts that were difficult to use. E. Hobson expressed her gratitude for their generosity.
- E. Hobson submitted her resignation as Executive Director effective 3/31/22. She expressed her intent to assist the Board in securing a new Director. J. Golde thanked E. Hobson for all that she has done, and continues to do, for the Library on behalf of the Board

Executive Director Search

- Board held an extensive discussion regarding the Civil Service guidelines for filling the Executive Director position
- L. Stutz moved to vote on creating an ad hoc Search Committee. J. Illany seconded and all voted in favor.
 - Committee will be comprised of T. Gordon, J. Golde, L. Stutz, A. Hendele, J. Andrews, and J. Illany
- Board Plan set forth for a plan to move forward:
 - Finalize job description to be handled by A. Hendele
 - Personnel Committee to post job description
 - Search COmmittee to review all resumes
 - Finance committee to finalize budget
 - Policy and Compliance Committee to review civil service rules, mask mandate, and work from home policy

Executive Session

- The Trustees entered into Executive Session to discuss personnel matters

Announcements

- Next regular meeting is scheduled for for 3/16/22 at 7:30 pm
- Meetings will be held on the 3rd Wednesday of each month (no meetings July and August) at 7:30 pm

Adjournment at 9:16 pm