

3/10/2021 Wayland Library Board Minutes

Present: Board members: Marty Kimmel, Jean McMillan, Kay Thomas, Ted Applin, Jen Schultz, Nancy Rieglesperger, Elise Clark, Paula Fox (absent Lynnette McAllister, Kevin Kilbourne)
Staff: Anne Marie McDonald, Martha Robinson, Jen Schultz, Sandy Booth, George Henry

Secretary minutes for January meetings were approved. Motion: Elise, Seconded: Nancy

Treasurer's report accepted. Motion: Paula, seconded: Jean
Ted noted that he had transferred money into checking for first quarter expenses.

President's Report:

NYS Annual Report has been filed. Kay thanked Kim Lattimer, STLS, Michelle Maker and Jen Schultz for their assistance.

The Legion has donated a new flag and plans to continue providing financial support for library programs.

Kay attended several STLS workshops including one about hiring a new librarian.

Kay is staying in touch with staff with email, phone and occasional in-person visits.

Kay has asked Jen Schultz to put together an employee handbook and add minutes and library policies to the library website.

Kay is cautiously optimistic about the gradual return to more services soon, as there is a concern about not meeting the public's needs with limited staffing and open hours.

Search Committee: Paula reported that we are currently vetting one candidate.

Staff comments:

Anne Marie says that the staff is anxious to open fully. Monday and Tuesday are generally the busiest days, but nicer weather has brought more people out.

George was complimented by candidates for the librarian position for the cleanliness of the library.

Michelle has begun face to face technology appointments. Steam program attendance is at 15 per week. Craft program attendance is averaging 10 per week.

Old business:

Amazon account has been closed. Kim Lattimer is monitoring office supply purchase by staff.

Book ordering is being done by Paula, using staff input. Additional vendors are not being added until the new librarian is in place.

House project: Marty indicated that the asbestos inspection is being waived. Mike Landino will be obtaining a permit for demolishing the house and removing the debris shortly.

New business:

NYS Annual Report

Ted made the motion to approve, seconded by Marty. Approved

Approval of Board Goals (attached)

Jean moved to accept, Ted seconded. Approved

Director Evaluation protocol:

Probation will be for 6 months. Each board member will evaluate the director. Information will be assembled to determine if the goals have been met. The president and one other board member will meet with the director to review the information. Thereafter the review will be completed annually.

(copy of sample review attached)

Motion to accept made by Ted. Jean seconded. Approved.

Motion to approve contract format (attached) made by Elise. Seconded by Ted. Approved

An executive meeting will be held on Wednesday March 31 at 5:30 to discuss the purchase of technology equipment. Information will be sent to board members in advance of the meeting.

Note: Ted thanked everyone, particularly staff and Kay for keeping the library running smoothly.

Elise added her thanks to the staff for putting together materials appropriate to her family's gathering over the holidays. They enjoyed and were entertained by the contents.

Motion to adjourn: Jean

Seconded: Nancy

Adjourned at 6:10 pm

Respectfully submitted

Jean McMillan