
PRESENT
Chris Mirrione
Jeff Nutting
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Tori Payne
Lin Macholz
Pat Rapp

The meeting was called to order at 6:30 p.m. by Chris Mirrione, President.

30 MINUTE PUBLIC COMMENT PERIOD
There were no comments.

REVIEW OF AGENDA
There were no changes to the agenda.

PREVIOUS MINUTES
A motion was made by Liz King and seconded by Jeff Nutting to approve the minutes from the February 2020 Budget Hearing. Dave Giambattista abstained because he was not at the hearing.
Motion carried 4-0.

A motion was made by Suzanne Stockman and seconded by Liz King to approve the minutes from the February 2020 Board meeting. Dave Giambattista abstained because he was not at the meeting.
Motion carried 4-0.

TREASURER’S REPORT
A motion was made by Jeff Nutting and seconded by Dave Giambattista to accept the Treasurer’s Report for January 2020.
Motion carried unanimously.

CLAIMS
Mr. Mirrione noted that there was a slight adjustment to the Summary document due to an additional invoice.
A motion was made by Suzanne Stockman and seconded by Jeff Nutting to approve Claims as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilities</td>
<td>$3,670.65</td>
</tr>
<tr>
<td>Ingram</td>
<td>$9,753.47</td>
</tr>
<tr>
<td>All Other</td>
<td>$19,541.76</td>
</tr>
<tr>
<td>Total of all Claims</td>
<td>$32,965.88</td>
</tr>
</tbody>
</table>

Motion carried unanimously.
DIRECTOR’S REPORT
Mr. Gouveia discussed a new category on the Appropriation Status Report, listed as Real Property Tax Refund. In the past, the school district has absorbed these discrepancies; they are now transferring the library’s share to the library account. These funds are the result of a resident disputing their tax amount, and in some cases that money is paid back. Because this is new, Mr. Gouveia has put an extra $1,000 in the budget for next year to cover these potential costs.

Mr. Gouveia stated that Kathy Navarro’s former position has been offered to an individual and she has given notice to her current employer. Kathy Navarro will work as a temp until the new person is ready to start, most likely at the beginning of April.

Mr. Gouveia gave an explanation of various civil service terms, such as promotional vs. open competitive tests, provisional hiring, and transfers.

Mr. Gouveia stated that Lin Macholz and Marianne Jubert have researched precautions against coronavirus and have done a lot to protect the public and staff members by purchasing appropriate wipes, sprays, and sanitizers. The library is looking into installing wall units for sanitizer throughout the library. He stated that some organizations are closing or canceling events, and that the library will likely follow the school district in the event of emergency closing. Most likely, if the library closes to the public, the staff will still report to work unless they are ill. Information about steps taken will be sent out in a newsletter.

Mr. Gouveia thanked Ms. Macholz for compiling the data for the state report.

Library programs were very well attended this month, which is related to the increase in circulation. Mr. Gouveia noted Storytime with Belle and Womba Africa Drumming as being particularly popular, with almost 300 people at each of these programs.

Mrs. Stockman asked whether the Board needs to authorize in advance a potential closure due to coronavirus. Mr. Gouveia said that he would close the library in the event of an emergency, just as he would for a snowstorm. The Board would meet to determine terms, if it was a long term closure.

COMMITTEE REPORTS
Finance – Mr. Mirrione stated that the committee has not met since the last Board meeting.

Personnel – Mr. Giambattista stated that the committee has not met. Although there are no updates yet from HR Works, Mr. Gouveia will send an email to set up a meeting to discuss coronavirus as it relates to personnel matters.

Long Range Planning – No report.

Facilities & Services – Mrs. Stockman stated that the committee will meet on March 26, 2020.
NEW BUSINESS

A motion was made by Dave Giambattista and seconded by Suzanne Stockman regarding the following employee actions:
- Accept the retirement of Amy Joslyn, effective February 28, 2020;
- Accept the retirement of Kathy Navarro, effective February 28, 2020;
- Approve the appointment of Lauren Seaver as Children’s Librarian, effective March 4, 2020;
- Approve the hiring of Kevin Masters as part time custodian, effective March 4, 2020.
Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve retirement payouts in the amounts of $18,755.28 and $26,826.44. (See attachments.) Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Liz King to approve the 2019 Annual Report. (See attachment.) Motion carried unanimously.

OLD BUSINESS

A motion was made by Jeff Nutting and seconded by Liz King to approve the Proposed 2020-2021 Budget. (See attachment.) Motion carried unanimously.

PRESIDENT’S COMMENTS

Mr. Mirrione stated that Amy Joslyn’s public celebration was surprisingly well attended, with a very long line of people of all ages in attendance, including young children, older children, and adults with or without children. The comments he overheard were very encouraging as an example of how the community feels about the library. It was a positive reinforcement of the impact we, as a group, have in the community.

Mr. Giambattista thanked Ms. Rapp for working with him to set up video chat for the two Board meetings that occurred while he was out of town. The January meeting was flawless. The February meeting had a microphone problem, but he was still able to see the meeting.

EXECUTIVE SESSION

A motion was made by Dave Giambattista and seconded by Jeff Nutting to go into Executive Session at 7:34 p.m. to discuss pending litigation with Perinton Hills. Motion carried unanimously.
A motion was made by Dave Giambattista and seconded by Liz King to come out of Executive Session at 7:47 p.m.
Motion carried unanimously.

ADJOURNMENT

A motion was made by Jeff Nutting and seconded by Dave Giambattista to adjourn at 7:47 p.m.
Motion carried unanimously.

Attachments:
Treasurer’s Report – January
Claims Summary
Claims Ingram
Claims Other
Claims Utilities
Retirement Payouts
Annual Report
Proposed 2020-2021 Budget

Pat Rapp, Clerk to the Board