
PRESENT
Chris Mirrione
Jeff Nutting
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Lauren Hinett
Lin Macholz
Pat Rapp

The meeting was called to order at 6:42 p.m. by Chris Mirrione, President. The meeting was held online via Zoom, and streamed live to Facebook.

Mr. Mirrione stated that although it is not possible to have a public comment period through Zoom, community members are encouraged to use the website to contact the Board with any comments or concerns.

REVIEW OF AGENDA

Mrs. Stockman asked to add an item the agenda under New Business.

PREVIOUS MINUTES

A motion was made by Liz King and seconded by Dave Giambattista to approve the minutes from the June 2020 Board meeting.
Motion carried unanimously.

TREASURER’S REPORT

Mr. Giambattista asked for an explanation of the capital project closeout.

A motion was made by Suzanne Stockman and seconded by Jeff Nutting to accept the Treasurer’s Report for May 2020.
Motion carried unanimously.

BOARD BUSINESS

Mr. Giambattista will arrange to sign his Oath of Office and have it notarized by Ms. Rapp within the next few days.

A motion was made by Jeff Nutting and seconded by Dave Giambattista to appoint Liz King as President of the Board of Trustees.
Motion carried unanimously.
Draft – These minutes have not yet been approved by the Board of Trustees.

A motion was made by Dave Giambattista and seconded by Liz King to appoint Suzanne Stockman as Vice President of the Board of Trustees. Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to appoint Nixon Peabody as attorneys for the Board. Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to select the Fairport-East Rochester Post and/or Democrat and Chronicle as official newspapers. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve Carl Gouveia as Finance Officer. Motion carried unanimously.

A motion was made by Jeff Nutting and seconded by Liz King to approve Pat Rapp as Clerk to the Board. Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Jeff Nutting to approve Kathy Navarro as Custodian of Petty Cash. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Suzanne Stockman to establish the second Tuesday of each month, at 6:30 p.m., as the regular meeting date for the Board. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve administrative payment for payroll, rent, utilities, common area maintenance and landlord's insurance subject to Board review at next regularly scheduled Board meeting. Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to appoint Fairport Central School District as custodian of funds. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve the Claims Audit Policy. (See attachment.) Motion carried unanimously.

Mr. Mirrione stated that all Board members and management will need to sign the Conflict of Interest statement and submit to Ms. Rapp.
**Draft – These minutes have not yet been approved by the Board of Trustees.**

**CLAIMS**

A motion was made by Dave Giambattista and seconded by Liz King to approve Claims as follows:

- Ingram: $9,589.73
- All Other: $35,378.57
- Utilities: $2,002.19

**Total of all Claims: $46,970.49**

Motion carried unanimously.

**DIRECTOR’S REPORT**

Mr. Giambattista asked when Parkside Pickup began and when the library opened to the public, and discussed the circulation numbers and door count in relation to those dates. Mr. Gouveia stated that Parkside Pickup will likely continue as long as masks are required, in order to provide a reasonable accommodation for those who cannot come into the library.

Mr. Mirrione asked for an update on the leak in the staff room ceiling which came from an upstairs tenant’s space. Mr. Gouveia stated that the tenant sent a cleaning company to take care of it, but that the carpet is still extensively stained. Mr. Gouveia has spoken to Steve Pike, who cleaned the carpets last fall. Mr. Pike will attempt to get the stains out. Mr. Gouveia will also call the HVAC company to replace air filters after the cleaning is done. This event has impacted the staff’s ability to maintain proper social distancing, as they have all been moved out of the workroom.

Mr. Gouveia noted that Facebook engagement continues to be strong and website usage is up this month.

Mr. Gouveia stated that closure due to Covid-19, reopening, and the spill from upstairs have all highlighted the fact that the library’s space is very limited. Social distancing is difficult and spills onto library property and personal property is unacceptable.

Mr. Gouveia stated that there have been requests to go through the library’s ceiling for additional plumbing and wiring for tenants. He said each business needs to have insurance and he would like a copy of it before any workers come in.

Mrs. Stockman stated that her grandkids are thrilled to have the library open again.

**COMMITTEE REPORTS**

Finance – The committee did not meet.

Personnel – The committee did not meet.
Long Range Planning – The committee did not meet.

Facilities & Services – The committee did not meet.

**PRESIDENT’S COMMENTS**

Mr. Mirrione stated that he had been notified of a concern from a community member regarding content in one of the library’s programs. The library has a Collection Management Policy which addresses the criteria used to evaluate materials and provides a challenge process for library users who view content as objectionable. The library does not have a separate programming policy. Mr. Mirrione requested that the Facilities and Services Committee review relevant policies currently in place and provide a recommendation to the board regarding whether a separate programming policy is warranted, and if so, to provide a draft of such a policy for the board's consideration.

Mr. Mirrione commended the library staff on their flexibility and high level of service while dealing with the challenging disruption in the workspace.

**NEW BUSINESS**

A motion was made by Dave Giambattista and seconded by Liz King to approve the Holiday and Close Dates for 2021. (See attachment.)
Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to approve the hiring of the following high school pages: Anna Borelli, Ava Drew, Ryan Hoff, Nicholas Koppman, Nathanael Smith, Bryana Ziegenfuss, beginning June 29, 2020.
Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to approve the hiring of Lauren Hinett as Assistant Director, beginning June 29, 2020.
Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve the hiring of the following substitute staff: Tori Payne and Amy Joslyn, beginning June 29, 2020; Kathy Navarro, beginning March 3, 2020; and Kristin Heeks, beginning January 19, 2020.
Motion carried unanimously.
The Director position was filled a year ago as a probationary hire. A motion was made by Suzanne Stockman and seconded by Jeff Nutting to permanently appoint Carl Gouveia as Library Director. Motion carried unanimously.

**ADJOURNMENT**

A motion was made by Liz King and seconded by Jeff Nutting to adjourn at 7:46 p.m. Motion carried unanimously.

Attachments:
- Treasurer’s Report – May
- Claims Summary
- Claims Ingram
- Claims Other
- Claims Utilities
- Oath of Office
- Claims Audit Policy
- Conflict of Interest Statements
- Holiday and Close Dates

_________________________________
Pat Rapp, Clerk to the Board
Total cash balance as reported at the end of preceding period: $2,796,517.55

RECEIPTS DURING THE MONTH:

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TOTAL RECEIPTS AND BEGINNING BALANCE: $2,993,094.80

DISBURSEMENTS FOR THE MONTH: $207,348.50

CASH BALANCE* AS SHOWN BY RECORDS: $2,785,746.30

*INCLUDES: Checking $220,614.18, Cash on Hand $50.00, Money Market Savings $2,565,082.12

Total $2,785,746.30

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 04/30/2020 $2,134,875.38
DUE FROM OTHER FUNDS ($22,342.67)
YTD REVENUES 2,858,534.41
YTD EXPENSE (2,185,320.82)

Total @ 05/31/20 $2,785,746.30

This is to certify that the above Cash Balance is in agreement with the Bank Statements as reconciled.

Treasurer
Fairport Central School District
INVOICE APPROVAL SHEET
BOARD MEETING
July 14, 2020

INGRAM: $ 9,589.73

ALL OTHER INVOICES: $35,378.57

2019-2020 $28,430.12

2020-2021 $ 6,948.45

Utilities Sent $ 2,002.19

GRAND TOTAL: $46,970.49

APPROVALS:

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Total: $2,002.19

ALREADY SENT
STATE OF NEW YORK  
COUNTY OF MONROE  

I, David Giambattista, residing at  
32 Possommon Crest, in the Fairport Central School  
District, Monroe County, New York, do solemnly swear or affirm that I will support  
the Constitution of the United States and the Constitution of the State of New York,  
and that I will faithfully discharge the duties of trustee of the Fairport Public Library  
according to the best of my ability.  
The term of office begins _______July 1, 2020_______ and the term of office  
ends _______June 30, 2025_____.  

[Signature]  
David Giambattista  

Subscribed and sworn to before me  
this ______ day of ______, 2020.  

[Signature]  
Notary Public  

PATRICIA A RAPP  
NOTARY PUBLIC  
STATE OF NEW YORK  
NO. 01R21663  
QUALIFIED IN MONROE COUNTY  
MY COMMISSION EXPIRES 8/2022  

1 Village Landing Fairport, New York 14450 (585) 223-9091
The Fairport Central School District (FCSD) will process Fairport Public Library (FPL) claims once a month. The Library’s administrative clerk will prepare the claims to be processed. Prior to the monthly meeting of the Library Board of Trustees, the board representatives of the Finance Committee with review the claims. The claims are taken to the board meeting for full board approval. The following day they are taken to the claims processor at the School District to be paid.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
Revised by the Budget Committee on 8/16/2016
Adopted by the Board of Trustees on 9/13/2016
Adopted by the Board of Trustees on 7/7/2017
Adopted by the Board of Trustees on 7/17/2018
Adopted by the Board of Trustees on 7/16/2019
Adopted by the Board of Trustees on 7/14/2020
FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy

1. "Interest" means a direct or indirect pecuniary or material benefit accruing to a Board member or employee, or his/her relative whether as a result of a contract with the Fairport Public Library or otherwise. For the purpose of this policy, a Library Board member or employee shall be deemed to have an interest in the contract if:

   a. A relative except as to a contract of employment with the Library

   b. A firm, partnership, or association of which such Board member or employee is a member or employee

   c. A corporation of which such Board member or employee is a Board member, director, or employee

   d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

2. "Legislation" means a matter which appears on the agenda of the Library Board of Trustees or on a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, or resolutions.

3. "Board member" or "Employee" means an elected or appointed Board member or employee of the Library whether paid or unpaid.

4. "Relative" means spouse, a child, stepchild, parent, stepparent, brother, sister, stepbrother, stepsister, or legal guardian of any of said persons of a Board member or employee.

5. "Spouse" means the husband or wife of a Board member or employee unless living separate and apart pursuant to:

   a. a judicial order, decree, or judgment of separation, or

   b. a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct:
Every officer or employee of the Library shall be subject to and abide by the following standards of conduct:

1. Gifts: No Board member or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence him/her in the performance of official duties or was intended as a reward for any official action.
2. Confidential Information: No Board member or employee shall disclose confidential information acquired on the course of official duties or use such information to further a personal interest.

3. Disclosure of Interest in Legislation: To the extent known, any Board member or employee of the Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she may have in such legislation.

4. Disclosure of Interests in Contracts: To the extent known, any Board member or employee of the Library who has, will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library Board as well as to his/her immediate supervisor as soon as he/she has knowledge of such actual or prospective interest.

5. Investments in Conflict with Official Duties: No Board member or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict.

6. Private Employment: No Board member or employee shall engage in, solicit, negotiate for, or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her duties.

7. Prohibited Conflicts of Interest: No Library Board member or employee shall have an interest in any contract between the Library and a corporation or partnership of which he/she is a Board member or employee when such Library Board member or employee has the power to:

   a. negotiate, prepare, authorize, or approve the contract or authorize or approve payment thereunder,

   b. audit bills or claims under the contract,

   c. appoint a Board member or employee who has any of the powers or duties set forth above, and, no chief fiscal Board member, treasurer, or his/her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library of which he/she is an Board member or employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Board member or employee in one or more positions of public employment, the holding of which is not prohibited by law.

8. Certain Interests Prohibited: No Board member or employee of the Library who has an interest in any real property, either individually or as a Board member or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term, participation, shall include the promotion of the site as well as the negotiation of the terms of acquisition.
9. No Library Board member or employee shall use or permit the use of property owned or leased to the Library for other than official purposes or for activities not otherwise officially approved.

Responsibilities:
It shall be the responsibility of the Director to ensure that: All staff (including the Director), volunteers, and Board of Trustees members are given a copy of this policy to read and to sign the attestation below. The signed attestations will be kept on file.

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
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FAIRPORT PUBLIC LIBRARY
Conflicts of Interest Policy Attestation:

1. The standard of behavior at the Fairport Public Library is that all staff, volunteers, and Board members shall avoid any conflict of interest between the interests of the Library on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

2. I understand that the purposes of this policy are:
   a. to protect the integrity of the Library’s decision-making process,
   b. to enable our constituencies to have confidence in our integrity, and
   c. to protect the integrity and reputation of volunteers, staff, and Board members.

3. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

4. In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

5. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signed: ____________________________________________ Date: ______________

Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
Holidays and close dates 2021

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<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
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<td>Saturday, June 5</td>
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<td>Close Date</td>
<td>Close at 5 pm on New Year’s Eve</td>
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The dates in black are dates when the library is closed and the staff gets holiday pay. The dates in red are days when the library is closed and staff does not get paid. Also, the library is closed on Sundays from May through September. The dates in blue are days when the library closes early.

For summer holidays, the library will close on any Saturday adjacent to a holiday. This is always the case for Memorial Day and Labor Day.

In addition to the seven assigned holidays, there are two floating holidays. The Library Board assigns one floating holiday when there is a logical place to add it. For 2021, staff will have two floating holidays to use at their discretion.
FAIRPORT PUBLIC LIBRARY
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   b. A firm, partnership, or association of which such Board member or employee is a member or employee
   c. A corporation of which such Board member or employee is a Board member, director, or employee
   d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

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Accepted by the Budget Committee on 8/6/2015
Adopted by the Board of Trustees on 8/11/2015
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Signed: ___________________________ Date: 7/14/20

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   b. A firm, partnership, or association of which such Board member or employee is a member or employee

   c. A corporation of which such Board member or employee is a Board member, director, or employee

   d. A corporation of which more than five percent of the outstanding stock is owned by any such Board member, employee, or his/her relative.

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Signed: [Signature] Date: 7-27-2020

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Signed: [Signature] Date: 7-13-2020

I am currently on the Board of Trustees for the Monroe County Library System, as well as the Board of Directors of the Library Trustees Association section of NYLA.

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