
PRESENT
Jeff Nutting
Chris Mirrione
Liz King (remote via Zoom)
Dave Giambattista (remote via Zoom)
Suzanne Stockman

OTHERS
Carl Gouveia
Abby Park
Lauren Hinett
Erica Rolland

The meeting was called to order at 6:35 p.m. by Suzanne Stockman, President.

30 MINUTE PUBLIC COMMENT PERIOD
There were no members of the public present for this meeting.

REVIEW OF AGENDA
There were no recusals or changes to the agenda.

PREVIOUS MINUTES
A motion was made by Jeff Nutting and seconded by Chris Mirrione to approve the minutes from the December 2021 Board meeting.
Motion carried unanimously.

TREASURER’S REPORT
A motion was made by Chris Mirrione and seconded by Liz King to accept the Treasurer’s Report for November 2021.
Motion carried unanimously.

CLAIMS
A motion was made by Chris Mirrione and seconded by Jeff Nutting to approve Claims as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingram</td>
<td>$5,469.66</td>
</tr>
<tr>
<td>All Other</td>
<td>$27,092.74</td>
</tr>
<tr>
<td>Utilities</td>
<td>$3,220.12</td>
</tr>
<tr>
<td>Total of all Claims</td>
<td>$35,782.52</td>
</tr>
</tbody>
</table>

Motion carried unanimously.

DIRECTOR’S REPORT
Mrs. Stockman asked what the reference to pages pulling “dusty” books meant. Mr. Gouveia explained that “dusty” books are ones which have not circulated in a while. Librarians periodically review reports to determine what to weed or what to promote to boost circulation.
Mr. Mirrione inquired about programming attendance given the rise in COVID cases. Mrs. Park said that for adult programming, people who are comfortable coming in are participating. Programs have been canceled due to presenters’ level of comfort. She also added that attendance is less than pre-pandemic levels, but more than expected at this time.

Mr. Gouveia issued a sincere thank you to Perinton Supervisor Hanna and Mr. Nutting for including the library in the distribution of COVID test kits. The process was very popular, with many community members calling and coming in to take advantage of the opportunity. Mrs. Stockman asked if the town and/or library was still distributing test kits. Mr. Gouveia said there is no more inventory and Mr. Nutting confirmed.

Mr. Gouveia discussed a recent patron complaint regarding a new book in the children’s room and the social media conversation that followed. Per policy, the book has been reviewed by a committee of librarians and the decision was made to recategorize it. Mr. Giambattista and Mrs. Stockman voiced their support for the decision. Mr. Mirrione and Mr. Nutting applauded the process followed. Mr. Gouveia asked Mrs. Stockman to reach out to the patron as the board president to inform them of the steps we took to resolve this issue.

Mr. Giambattista asked if the library’s attendance had dropped as a result of the uptick in COVID cases. Mrs. Hinett confirmed that numbers have been consistent. Mr. Gouveia added that even with 7 days closed in December, the count was only down ~800 from November.

COMMITTEE REPORTS

Finance – Mr. Mirrione stated that the committee met at length in January with a focus on income projection. It was noted that library charges do not include resumption of late fees for teens and children’s materials, and they have reviewed the financial impact of permanently eliminating these fees. The committee is also reviewing the fund balance policy to allow for the potential to combine categories and/or reallocate funds. Mr. Giambattista asked, and it was noted by Mr. Gouveia and Mrs. Hinett, that the beginning of the fiscal year can be expense heavy due to a variety of factors.

A Motion was made by Chris Mirrione to eliminate overdue fines for children and teen materials and was seconded by Dave Giambattista. Motion carried unanimously.

Personnel – Mr. Giambattista stated the committee did not meet this month. Ms. King opened discussions regarding personnel salary increases with reference to budget impact. Mrs. Stockman and Mr. Nutting added to the conversation with additional considerations. Mr. Giambattista proposed a meeting of the personnel committee to review.
Long Range Planning – Mr. Giambattista said the committee met several times with Causewave to review proposals, sign the contract, and develop the survey. The timeline is as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey finalized</td>
<td>January 17</td>
</tr>
<tr>
<td>Distribution finalized</td>
<td>January 19</td>
</tr>
<tr>
<td>Survey live – 3 weeks</td>
<td>January 20 - February 10</td>
</tr>
<tr>
<td>Survey analysis – 2 weeks</td>
<td>February 14 – February 25</td>
</tr>
<tr>
<td>Final report presentation</td>
<td>week of February 28</td>
</tr>
</tbody>
</table>

Facilities & Services – Mr. Nutting stated that the committee did not meet this month.

**NEW BUSINESS**

A motion was made by Jeff Nutting and seconded by Liz King to accept the resignation of Elizabeth Mckechney as library page, effective 8/18/21.
Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve the Meeting/Study Rooms Policy. (See attachment.)
Motion carried unanimously.

There was discussion on the public use of library meeting rooms with respect to protected groups. Ms. King noted there is a growing concern nationwide for hate-groups using public spaces to conduct meetings. Mr. Gouveia and others emphasized that the library is a public use facility and must be welcoming to all. Mr. Gouveia will do further research and amend the policy again if necessary.

**PRESIDENT’S COMMENTS**

Mrs. Stockman encouraged everyone to check out the newly expanded and renovated Children’s Room Greece library.

**ADJOURNMENT**

A motion was made by Chris Mirrione and seconded by Jeff Nutting to adjourn at 8:14 p.m.
Motion carried unanimously.

_________________________________________________________
Erica Rolland, Clerk to the Board

Attachments:
Treasurer’s Report
Claims
Rooms Policy
Fairport Public Library  
Montly Treasurer's Report  
For the period from November 1, 2021 to November 30, 2021

Total cash balance as reported at the end of preceding period: $1,626,315.09

RECEIPTS DURING THE MONTH:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Charges</td>
<td>1,997.49</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>393.21</td>
</tr>
<tr>
<td>Copies/Miscellaneous</td>
<td>702.00</td>
</tr>
<tr>
<td>Donations</td>
<td>151.53</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>$2,644,939.00</td>
</tr>
<tr>
<td>Interest</td>
<td>16.69</td>
</tr>
</tbody>
</table>

Total Receipts 2,648,199.92

TOTAL RECEIPTS AND BEGINNING BALANCE: $4,274,515.01

DISBURSEMENTS FOR THE MONTH: $244,907.84

CASH BALANCE AS SHOWN BY RECORDS: $4,029,607.17

*INCLUDES: Checking $273,407.54  
Cash on Hand $0.00  
Money Market Savings $3,756,199.63

Total $4,029,607.17

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 10/31/2021 $2,428,883.05  
DUE FROM OTHER FUNDS ($21,782.27)  
YTD REVENUES 2,693,049.44  
YTD EXPENSE (1,070,543.05)

Total @ 11/30/21 $4,029,607.17

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

[Signature]
Treasurer
Fairport Central School District
INVOICE APPROVAL SHEET

BOARD MEETING

January 11, 2022

INGRAM: $5,469.66

ALL OTHER INVOICES: $27,092.74

UTILITIES (ALREADY PAID) $3,220.12

GRAND TOTAL: $35,782.52

APPROVALS:

[Signatures]

[Signatures]

[Signatures]
100-02 — Meeting/Study Rooms

Statement of Purpose
The primary purpose of the meeting rooms at the Fairport Public Library is for library-sponsored activities, including programs and fundraising events presented by library staff, the Friends or Foundation of the Library and/or other organizations partnered with the Library. When not needed for library purposes, meeting rooms are available for community use.

Guidelines for Use
The following guidelines apply to the use of meeting and study rooms:

- No alcoholic beverages may be consumed on the premises.
- No meals may be prepared or served in any of the rooms. Only light refreshments, such as coffee and items that can be served on napkin (i.e., cookies, tea sandwiches), may be served in the Community Room. The Library does not provide any utensils.
- The rooms will be available during normal library hours (note that the Community Room is unavailable on Sundays). The meeting must end and the room vacant by library closing time.
- The Library must be notified promptly of cancellations.
- All room reservations will be cancelled when the Library is closed because of weather or other emergencies.
- The Library is not responsible for lost or stolen articles.
- Cost of any damage to the rooms and their contents or any cleaning fees incurred will be billed to the organization and/or group member designated on the application or online forms.
- The library telephone may not be used for any purpose. No incoming calls may be handled by library staff and outgoing calls may not be made on the library telephone.
- The Library reserves the right to alter the room schedules according to the Library’s needs. Every effort will be made to honor any prior commitment. The Library reserves the right to cancel a room reservation.
- Any group using the Library’s rooms must also adhere to all state and federal laws: for example, providing a sign language interpreter if requested by an attendee.
- Room occupancy may not exceed the stated/posted limits.
- In making its rooms available for use, the Library does not discriminate on the basis of sex, race, creed, religion, color, culture or ethnicity, national origin, age, sexual orientation, individual lifestyle, political affiliation, or physical limitation.
- There is no fee for the use of the Library’s rooms.
- No ticket fees, sales, or solicitations are permissible by outside organizations.
- The Library reserves the right to modify this policy, as necessary.

Publicity
All event communications and publicity must conform to the following guidelines. Any deviation may result in cancellation of the reservation.

- Communications and publicity must clearly state that the meeting is not sponsored by the Fairport Public Library and the sponsoring group must be clearly and properly identified.
• A copy of any publicity must be filed with the Library prior to the meeting.
• It should state that the meeting is free and open to the public.
• The Library does not advertise or promote programs in the meeting room that are not sponsored by the Library.

Community Room (for groups up to 95 people)

• Primary use of this room is for library-sponsored activities. Any remaining time may be scheduled by non-profit organizations for educational, cultural, or civic activities on a first-come basis. Use of this room does not constitute endorsement by the Library and must not interfere with or be disruptive to other library users. The Library Director shall have the final responsibility for accepting applications.
• Applications are available at the Information Desk and on the Library’s web page. One application form per meeting must be filled out by an adult (18 yrs. and older) member of the requesting organization. Upon approval (usually within 2 business days), the requested date will be entered in the Community Room calendar and regarded as confirmed.
• The Community Room is for group use only, up to 95 people in auditorium seating. Please see the application for limits based on other configurations.
• The Community Room is not available as a regular meeting place for non-library groups or organizations. Reservations may be made not more than one month in advance of the date specified and reservations cannot be accepted for more than four dates in one year. If reservations are made less than a week in advance, room setup and hearing assist technology cannot be provided.
• The Community Room is not available on Sundays.
• The Community Room has a large screen display that may be used but the Library does not supply any computer equipment.
• The Community Room is equipped with hearing assist technology. Please indicate on the application form if you would like to use this equipment.
• All meetings must be open to the public. The door must not be locked, and any member of the public may enter and attend the meeting if they so wish.

Technology Center (for groups up to 15 people)

• The tables and chairs may be rearranged but they must be returned to their original configuration.
• Patrons must sign in at the Information Desk.
• Patrons may book one reservation in advance.
• The room may be used for a maximum of two hours per day.
• The Technology Lab has a large screen display that may be used but the Library does not supply computer equipment.
• No food permitted.

Conference Room (for groups up to 8 people)

• Patrons must sign in at the Information Desk.
• Patrons may book one reservation in advance.
• The room may be used for a maximum of two hours per day.
• Blinds must stay open while the room is in use.
• No food permitted.
Study Rooms (for 1-4 people)

- Patrons must sign in at the Information Desk.
- Patrons may book one reservation in advance.
- The room may be used for a maximum of two hours per day.
- No food permitted.

**Adopted:** June 15, 1988

**Reviewed:**

**Revised:** September 1990; March 1997; September 2006; March 2013; April 12, 2016
# Application for Use of Community Room

<table>
<thead>
<tr>
<th>Date of event:</th>
<th>Time of event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(add time for setup if needed)</td>
</tr>
</tbody>
</table>

**Organization:**

**Purpose of event:**

**Estimated attendance at event:**

**Publicity:** If this event is to be publicized, please explain and/or attach copy to this application:

> It is hereby agreed that the above-named organization will be fully responsible for compliance with regulations governing the use of this facility. I have read the regulations for use of this room and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth and hereby agree to observe regulations for use of this room.

**Contact Person Signature:**

**(must be 18 yrs. or older)**

**PRINT name:**

**Address:**

**Phone:**

**Email:**

**Library card #:**

**OR**

**Driver’s License #:**

**Room setup options (circle one):**

- A. Auditorium Setup
- B. Book Discussion Setup
- C. Classroom Setup
- D. No Chairs

**Equipment Request:**

- Media display
- sound system
- hearing loop

(4 receivers available)

**FOR STAFF USE ONLY:**

Today's date:  
Calendar booked:  
Staff:  