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

OTHERS
Carl Gouveia
Abby Park
Erica Rolland

The meeting was called to order at 7:25 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 Chris Mirrione and seconded by Liz King to approve the minutes from the January 2022 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 December 2021.
Motion carried unanimously.
Mrs. Stockman was curious about the $4.85 in donations referenced on the treasurer’s report. Mr. Gouveia explained that “extra change” received at the circulation desk from patrons paying fines, is entered as a donation in the register so it can be accounted for.

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingram:</td>
<td>$9,101.17</td>
</tr>
<tr>
<td>All Other:</td>
<td>$21,986.17</td>
</tr>
<tr>
<td>Utilities:</td>
<td>$3,823.71</td>
</tr>
<tr>
<td><strong>Total of all Claims:</strong></td>
<td><strong>$34,911.05</strong></td>
</tr>
</tbody>
</table>

Motion carried unanimously.
Ms. King asked if there were plans to breakout the Baker & Taylor invoices from the other expenditures as is done with Ingram. Mr. Gouveia said that is not anticipated. Purchasing should shift back toward Ingram as they work out their delivery issues.
DIRECTOR’S REPORT
Mr. Gouveia acknowledged Matt Stevens, with the Fairport Central School District, and Wayne Pickering, from the Town of Perinton. Their input was incredibly helpful to the finance committee in finalizing the budget.

Mr. Gouveia reported that he will be working with the Village Planning Committee on the upcoming 200th anniversary of the Erie Canal.

Mrs. Stockman asked Mr. Gouveia to comment on the additional email from the patron complaint last month stemming from a new book in the children’s room. Mr. Gouveia stated that in contrast, our children’s librarians often receive compliments on the diversity of children’s materials. Several emails have been received by Mrs. Stockman to that effect.

Mrs. Stockman inquired about an incident with a patron at a recent story time. Mr. Gouveia explained that a parent arrived unmasked and was politely reminded that, as posted, per the Health Commissioner, a face covering is required while in the library. The parent refused and nothing further was pursued. Mr. Gouveia reminded the board that the library staff has been instructed not to “police” this policy to avoid confrontation with the public. Mr. Nutting confirmed that staff at the Community Center follow the same protocol.

Mr. Nutting recognized the children’s librarians for their extraordinary efforts bringing library programs to the children at the community center in the wake of the fire that displaced many families at the Pines of Perinton.

COMMITTEE REPORTS
Finance – Mr. Mirrione stated that the committee did not meet this month but had discussions with reference to the Transfer of Funds policy.

Personnel – Mr. Giambattista stated the committee had no formal meeting this month. Mr. Giambattista and Mr. Nutting met via phone call, with input via email from Mrs. Hinett and Mr. Gouveia to review policy updates. The Emergency Closing policy will be updated at next month’s meeting.

Long Range Planning – Mr. Giambattista updated the board on the Causewave Survey which remains open until February 10. As of February 2, approximately 1100 surveys had been completed: 650 via email; 450 through website and social media links. Additionally, Mr. Giambattista reported that a total of 1800 people had reached the survey, but some chose not to or didn’t complete it. The average time spent doing the survey was 7-1/2 minutes. The committee will meet again on March 10 with Causewave to discuss the results.

Facilities & Services – Mr. Nutting stated that the committee did not meet this month, but did review a policy through email. Ms. King asked if there was any progress on the possibility of adding an accessible door from the garage into the hallway. Mr. Gouveia stated that he had not
heard back from the landlord. Mr. Giambattista suggested issuing a formal written request stating the ADA requirement. Mrs. Stockman commented that, due to the age of the building, the landlord may not be bound by that requirement. She then asked if public funds can be used for alterations to private property. Mr. Gouveia will ask the library’s attorneys for clarification and further suggested the library could possibly apply for an accessibility grant to fund that effort.

**NEW BUSINESS**

A motion was made by Jeff Nutting and seconded by Liz King to accept the resignation of Christine Simons as substitute librarian, effective 1/30/22.
Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Dave Giambattista to approve the Transfer of Funds Policy as amended. (See attachment.)
Motion carried unanimously.

A motion was made by Jeff Nutting and seconded by Dave Giambattista to remove the Smartphone Apps in Place of Library Cards Policy.
Motion carried unanimously.

A motion was made by Chris Mirrione and seconded by Liz King to approve the Borrowing Policy. (See attachment)
Motion carried unanimously.

**PRESIDENT’S COMMENTS**

Mrs. Stockman noted that the Perinton Historical Society will meet in the library community room Tuesday, February 15th, and asked Mr. Gouveia if we could contact the band that practices upstairs to let them know so we wouldn’t have a recurrence of the previous noise interruption. Mr. Gouveia replied that the band had already called the library to ask what nights would be best so as not to disturb those using the community room. Mrs. Stockman also offered a possible resource for the library’s involvement in the 200th anniversary of the Erie Canal. Dr. Thomas X. Grasso is a former president of the NYS Canal Society, a local resident, and an expert in the field.

**ADJOURNMENT**

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

Attachments:
- Treasurer’s Report
- Transfer of Funds Policy
- Claims
- Borrowing Policy

Ernest Rolland, Clerk to the Board
INVOICE APPROVAL SHEET
BOARD MEETING
February 8, 2022

INGRAM: $9,101.17

ALL OTHER INVOICES: $21,986.17

UTILITIES (ALREADY PAID) $3,823.71

GRAND TOTAL: $34,911.05

APPROVALS:
Fairport Public Library
Monthly Treasurer's Report

For the period from December 1, 2021 to December 31, 2021

Total cash balance as reported at the end of preceding period: $4,029,607.17

RECEIPTS DURING THE MONTH:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Charges</td>
<td>1,596.69</td>
</tr>
<tr>
<td>Copies/Miscellaneous</td>
<td>567.79</td>
</tr>
<tr>
<td>Donations</td>
<td>4.85</td>
</tr>
<tr>
<td>Interest</td>
<td>31.90</td>
</tr>
</tbody>
</table>

Total Receipts: 2,201.23

TOTAL RECEIPTS AND BEGINNING BALANCE: $4,031,808.40

DISBURSEMENTS FOR THE MONTH: $220,059.17

CASH BALANCE* AS SHOWN BY RECORDS: $3,811,749.23

*INCLUDES:
- Checking $55,467.70
- Cash on Hand $50.00
- Money Market Savings $3,756,231.53

Total $3,811,749.23

FUND BALANCE RECONCILIATION:

FUND BALANCE @ 11/30/2021 $2,428,883.05
DUE FROM OTHER FUNDS ($21,782.27)
YTD REVENUES 2,695,250.67
YTD EXPENSE (1,280,602.22)

Total @ 12/31/21 $3,811,749.23

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

Treasurer
Fairport Central School District
800-03 — Transfer of Funds

Statement of Purpose
It is an extraordinary budget that does not require some adjustments made to its budget object codes over the course of the fiscal year. A transfer of funds allows the institution to remain nimble, especially as emergencies or needs arise. To encourage flexibility, the Fairport Public Library Board of Trustees authorizes the Library Director of the Fairport Public Library to transfer funds in the Library's Approved Budget for the current fiscal year.

Budget Transfers
Transfers within the budget object codes can be made at the Director's discretion. For transfers between budget object codes, the Board authorizes the director to transfer up to $10,000/month without prior authorization.

A budget object code is defined as the first digit following the decimal point of an account (.1 – Salaries, .2 – Equipment, .4 – Contractual expenditures, .8 – Benefits). Therefore, transfers between budget object codes above $10,000 must be requested using the Transfer Request Form and approved by the Board President, subject to all General Municipal Law Regulations.

Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

Adopted:  July 13, 1999
Reviewed:  August 12, 2014; February 9, 2022
Revised:   August 12, 2014; February 9, 2022
300-01 Borrowing

**Library Accounts**
A current Monroe County Library account in good standing (see Fines and Loan Period below) is required to borrow materials and access electronic resources and services. Any resident of Monroe County may obtain a library account. A completed library account application with a photo ID and proof of current residence is required to obtain a library account. If a photo ID cannot be produced, the Circulation Supervisor can work with the patron to verify identity.

The signature of a parent or guardian is required on a library account application for children 12 years old or younger. The signature of the parent or guardian acknowledges financial responsibility for materials borrowed. The parent or guardian also assumes responsibility for deciding appropriate use of library print and electronic resources for their child. Information pertaining to library materials will be given to a parent or guardian when presenting the child’s library card.

**Smartphones in Place of Library Cards**
To accommodate advancing technology, smartphone keychain apps or the MCLS catalog interface will be accepted in lieu of traditional library cards.

**Organizational Cards**
Organizations within Perinton may request a library card. The library card will be issued at the written request of the director of the organization. The written request must include the names of authorized users. The card will be kept on file at the library. Organizational cards are renewed annually by written request. The written request signifies the organization’s acknowledgement of financial responsibility for materials borrowed.

**Out of County Borrowers**
Patrons residing outside of Monroe County are required to complete an “Out of County” application and provide acceptable identification. Library accounts for out of county borrowers are available for a $25 annual fee. A patron who rents or owns property in Monroe County but resides outside of Monroe County may show a current tax bill or lease agreement as proof.

**Borrower’s Responsibilities**
Patrons need to report a change of address or a lost or a stolen card/key tag, immediately. Materials charged out to an unreported lost or stolen card are the responsibility of the borrower. Patrons are responsible for all materials borrowed on their library account. All materials may be borrowed free of charge. Materials should be returned before the library closes on the date that they are due. Library accounts are renewed automatically annually, if the account is in good standing (see below) and has been used in the last year, in-person or online.

**Fines and Loan Periods**
Materials returned or renewed after the due date are considered overdue. Fines stop accruing when the item is returned, or the maximum fine is reached. If fines or charges exceed $20.00, the account is no
longer in “good standing,” and borrowing privileges are suspended until the amount is reduced. If a borrower owes $35.00 or more, the account will be referred to a collection agency.

<table>
<thead>
<tr>
<th>MATERIAL TYPE</th>
<th>LOAN PERIOD</th>
<th>OVERDUE FINES</th>
<th>MAX. FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books — Adult</td>
<td>3 weeks</td>
<td>$.35/day</td>
<td>$7.00</td>
</tr>
<tr>
<td>Books — “Most Wanted” 7-Day</td>
<td>7 days</td>
<td>$.35/day</td>
<td>$7.00</td>
</tr>
<tr>
<td>Books — Children &amp; Teen</td>
<td>3 weeks</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Magazines — Adult</td>
<td>3 weeks</td>
<td>$.35/day</td>
<td>$3.00</td>
</tr>
<tr>
<td>Magazines — Children &amp; Teen</td>
<td>3 weeks</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Music &amp; Audiobooks — Adult</td>
<td>3 weeks</td>
<td>$.35/day</td>
<td>$5.00</td>
</tr>
<tr>
<td>Music &amp; Audiobooks — Children &amp; Teen</td>
<td>3 weeks</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>DVDs — Adult</td>
<td>1 week</td>
<td>$.35/day</td>
<td>$7.00</td>
</tr>
<tr>
<td>DVDs — “Most Wanted” 2-Day</td>
<td>2 days</td>
<td>$1/day</td>
<td>$7.00</td>
</tr>
<tr>
<td>DVDs — Children &amp; Teen</td>
<td>1 week</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>DVDs — Adult TV Series</td>
<td>2 weeks</td>
<td>$.35/day</td>
<td>$7.00</td>
</tr>
<tr>
<td>DVDs — Children &amp; Teen TV Series</td>
<td>2 weeks</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Videogames</td>
<td>1 week</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Museum Pass</td>
<td>1 week</td>
<td>$.35/day</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

**Renewals**

Library materials not on reserve for other patrons may be renewed twice. This does not include periodicals, “Most Wanted” 7-day books, and “Most Wanted” 2-day DVDs.

**Lost and Damaged Materials**

Borrowers will be charged a fee for the list price of materials that are lost or damaged.

**Additional Fees**

There is a $20.00 fee for returned checks.

**Library Records**

Pursuant to New York Civil Practice Law & Rules §4509:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not
be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Adopted: April 4, 2012
Reviewed:
Revised: February 15, 2017; May 21, 2019; September 10, 2019; December 8, 2020; February 8, 2022