
PRESENT
Jeff Nutting*
Suzanne Stockman
Chris Mirrione
Dave Giambattista
Liz King

OTHERS
Carl Gouveia
Abby Park
Lauren Hinett
Erica Rolland

The meeting was called to order at 6:31 p.m. by Dave Giambattista, President.

*Mr. Nutting arrived at 7:04pm due to unforeseen circumstances. Motions reflect his participation after this time.

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 Susanne Stockman and seconded by Chris Mirrione to approve the minutes from the October 2022 Board Meeting.
Motion carried 4-0.

TREASURER’S REPORT
A motion was made by Liz King and seconded by Suzanne Stockman to accept the Treasurer’s Report for September 2022.
Motion carried 4-0.

CLAIMS
A motion was made by Chris Mirrione and seconded by Liz King to approve November Claims as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingram:</td>
<td>$ 625.00</td>
</tr>
<tr>
<td>All Other:</td>
<td>$ 67,402.99</td>
</tr>
<tr>
<td>Utilities:</td>
<td>$ 2,251.47</td>
</tr>
<tr>
<td>Total of all Claims:</td>
<td>$ 70,279.46</td>
</tr>
</tbody>
</table>

Motion carried 4-0.

Once again, we are seeing a shift with lower figures for Ingram as more is going through Baker & Taylor, which is included in the “other” figure.

DIRECTOR’S REPORT
Mrs. Stockman asked about the librarian resigning. Mr. Gouveia reported that Hannah Ralston-Trimm, our Technology Librarian, will be leaving effective December 16, 2022 to pursue career opportunities outside of librarianship. She was with us for 2 years and speaks very highly of the library and its staff. She especially wanted to thank and commend Mrs. Hinett as her supervisor.
Mrs. Stockman reported that at the most recent MCLS board meeting, there was mention of an upswing in violent threats and similar incidences in member libraries. Mr. Gouveia added that at the most recent director’s council it was noted that libraries around the country have seen an uptick in violent threats. He also added that there is a growing dissatisfaction with the response from administrators in these instances. The consensus is that, by and large, management is unprepared to handle these situations. Mr. Gouveia has tasked Mrs. Park to draft a procedure outlining our “violent threat response”. When this is complete, Mr. Gouveia will review with the fire and police chiefs to ensure the procedure does not conflict with or otherwise inhibit their response to violent threats.

Mr. Giambattista inquired about the county not providing face masks any longer. Mr. Gouveia stated that the library would not be providing them if the county was not supplying them. Mr. Giambattista further inquired about the library providing masks for staff. Mr. Gouveia replied that staff who chose to wear masks will typically purchase their own.

Mrs. Stockman asked for an update on the backroom door project. Mrs. Park stated that she is waiting for a quote from Mack of All Trades. Other companies she reached out to could not quote or schedule this project in a timely manner.

**COMMITTEE REPORTS**
Finance – Mr. Mirrione reported that the committee met this month to review equipment proposals. It was agreed that moving from thin clients to PCs will provide more reliable service to patrons and is a worthwhile investment. Mr. Mirrione and Mr. Gouveia met with Fairport Central School District representatives to discuss options for investment of the fund balance. The library will most likely follow the district and invest in treasury bills. The next step is to set up a brokerage account to handle the investment process as well as the transferring of subsequent earnings. This will also require a board resolution to initiate the process.

Personnel – Mrs. Stockman reported that the committee has not met.

Long Range Planning – Ms. King reported that the committee has not met but is working on a schedule.

Facilities & Services – Mrs. Stockman reported that the committee has scheduled a walk-through for November 18th. Upon further discussion, at the suggestion of Mr. Giambattista, the walk-through was rescheduled for December 13th at 5:15pm preceding the next board meeting.

**OLD BUSINESS**
Mr. Gouveia updated and renamed the Bereavement Policy to include or eliminate terms and phrases as suggested by the Board at the October 11th meeting.

A motion was made by Suzanne Stockman and seconded by Chris Mirrione to approve the Bereavement Policy. Motion carried 4-0.

**NEW BUSINESS**
A motion was made by Suzanne Stockman and seconded by Jeff Nutting to accept the resignation of: Nathaniel Smith, Nicholas Koppmann, Ryan Hoff, and Bryana Ziegenfuss as library
pages effective August 31, 2022; Paul Besch Turner as library page effective October 28, 2022; Karen Stanhope as substitute clerk effective October 24, 2022; Joanne Peluso as substitute clerk effective October 28, 2022; and Hannah Koppman as library page effective October 28, 2022. Motion carried unanimously.

A motion was made by Liz King and seconded by Jeff Nutting to approve the disposal of surplus items. Motion carried unanimously.

Mrs. Hinett explained the volume of items reflects staff desktop replacements which include a computer and monitor for each.

Mrs. Stockman recently attended the NYLA Conference at which she learned that Friends organizations typically have a staff liaison AND a board liaison. She asked that the library and the board consider whether this would be beneficial or not. Mr. Gouveia added that the Friends president attends the library board meeting once a year to update the board on the Friends and how they have supported the library.

Mr. Nutting announced his intention to resign from the Fairport Library Board of Trustees to focus on work and family. He will serve in his capacity as trustee until a replacement can be found. Mr. Giambattista outlined the recruitment, screening and selection process. This new trustee will serve the remainder of Mr. Nutting’s term ending June 30, 2023, at which point they may choose to run for election to the board for the next term.

PRESIDENT’S COMMENTS
The next Board Meeting is scheduled for November 8, 2022, at 6:30 in the Community Room.

ADJOURNMENT
A motion was made by Jeff Nutting and seconded by Chris Mirrione to adjourn at 7:28 p.m. Motion carried unanimously.

_________________________________
Erica Rolland, Clerk to the Board

Attachments:
Treasurer’s Report
Claims
Bereavement Policy
Surplus Items
INVOICE APPROVAL SHEET
BOARD MEETING
November 8, 2022

INGRAM: $ 625.00

ALL OTHER INVOICES: $ 67,402.99

UTILITIES (ALREADY PAID) $ 2,251.47

GRAND TOTAL: $70,279.46

APPROVALS:

[Signatures]
Total cash balance as reported at the end of preceding period: $1,988,120.13

RECEIPTS DURING THE MONTH:

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<th>Source</th>
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<tr>
<td>Monroe County</td>
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<td>Library Charges</td>
<td>1,569.51</td>
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<tr>
<td>Copies/Miscellaneous</td>
<td>822.49</td>
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<tr>
<td>Donations</td>
<td>766.89</td>
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<tr>
<td>Interest</td>
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Total Receipts: 14,481.89

TOTAL RECEIPTS AND BEGINNING BALANCE: $1,982,602.02

DISBURSEMENTS FOR THE MONTH: $205,577.55

CASH BALANCE* AS SHOWN BY RECORDS: $1,777,024.47

*INCLUDES:
- Checking: $420,412.58
- Cash on Hand: $50.00
- Money Market Savings: $1,356,561.89

Total: $1,777,024.47

FUND BALANCE RECONCILIATION:

- FUND BALANCE @ 08/31/2022: $2,372,380.05
- DUE FROM OTHER FUNDS: ($16,638.23)
- TAXES RECEIVABLE: ($2,644,939.00)
- YTD REVENUES: 2,684,469.44
- YTD EXPENSE: (618,247.79)

Total @ 09/30/2022: $1,777,024.47

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

Treasurer
Fairport Central School District
4.16 ** BEREAVEMENT LEAVE

*November 2022*

In the event of a death in your family, you may take a leave immediately following the death for the purpose of making arrangements and attending the funeral.

**COMPENSATION**

Full-time employees and part-time employees regularly scheduled to work at least 20 hours a week will receive up to five days off (per occurrence) with pay in the event of a death in the family. Pages and aides are not eligible. Members of the family include spouse/domestic partner; children; parents; siblings; aunts; uncles; nieces; nephews; first cousins; grandparents; grandchildren; or in-law, foster, or step equivalent of these family relationships. This time off is available for up to a maximum of 10 days per year. Personal leave or vacation time may be used to attend other funerals.

The Library recognizes that members of a family may be more expansive than the relationships listed above. Please contact the Library Director if you require considerations regarding this policy.
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<th>Item</th>
<th>Purchase Date</th>
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<td>(item previously was replaced and kept as backup)</td>
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<td>HP Z23 Monitor 6CM8341THS</td>
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<td></td>
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<tr>
<td>1</td>
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