

Gowanda Free Library
Minutes of Meeting of the Board of Trustees
August 14, 2020

The Board of Trustees of the Gowanda Free Library met in the downstairs community room of the library on Friday, August 14, 2020. The meeting was called to order by Board President Stacy Forthman at 3:45PM. Those present were Stacy Forthman, President; Wendy Greco, Treasurer; Mindy Purdy, Vice President; Kim Warrior, member; Evon Lloyd, member; Hayley Wilkins, Library Manager; Jacob Milius, Library Clerk; and Jan Dekoff, Executive Director Cattaraugus County Library System.

The Board received word, by email to Mindy Purdy, that Sarah Latimore, Secretary, requested a six month leave from serving on the board due to medical reasons. Motion carried that Evon Lloyd serve as secretary pro tem for the six month period.

Motion carried to receive the Treasurer's report. April through June 2020 income \$8,736.72. Expenses for same period \$19,790.04. July 31, 2020 total balance \$24,445.59. The Treasurer was awaiting receipts for expenses in July.

Hayley Wilkins, Library Manager, energetically gave a complete printed and verbal report on her first six weeks in the position. Her report included statistics on Fundraising: \$511 (Pop can Drive \$153, BluRay Sale \$56, Book Sale \$52, Food Truck \$250) July saw 317 patrons even in the midst of the COVID 19 Pandemic. Hayley has embraced the additional training she needed on grant writing and research and most notably is in communication with the Gowanda School District in regard to providing WiFi hot spots for patrons. The grant opportunity she researched and is pursuing is entitled *community connect digital access at home*. Library Page, Cameron Law will complete her service as Library Page on Thursday, August 20, 2020 before she begins attending college.

It was agreed that Stacy Forthman would purchase a going away gift for Cameron from petty cash.

Jacob Milius, Library Clerk, enthusiastically reported on the programming aspects of library activity with emphasis on Make and Take crafts due to COVID concerns and the need for increased publicity of such activities (i.e. flyers posted in Shop n Save, Tim Horton's, etc...) Jacob also reported on enhancement of the Science Fiction portion of the library book collection and preliminary plans for game groups such as *Magic*. The board agreed to permit Jacob to proceed with purchasing items for soap and bath bomb making kits for adult make and take crafts. Potential programs appealing to youth such as aviation, cars, and especially motors and engines, with potential model building kits was discussed.

Old Business: None

New Business:

Provision of study space in the library for school students once the academic year begins, and remote learning is a priority, was highlighted.

Due to concern for Volunteers during COVID a motion carried to *Suspend volunteers presently due to COVID concerns. Volunteer information will be taken and they will be contacted when the library is accepting volunteers again.*

The trustees, manager and clerk were reminded that it is New York state law (Fair Labor Standards Act) that paid hourly staff may not volunteer or stay past scheduled hours to complete tasks.

The board moved into Executive Session pursuant to 105.f Conduct of executive session, and the manager and clerk were excused. Results are these. The Board agreed to the following:

- *Wendy Greco would be the contact person on the Board of Trustees for the Library Manager.
- *meetings of the board will be held monthly for the near future with meetings being held on the third Friday of each month at 3:30 PM in the library. Dates for the rest of 2020 are September 18, October 16, November 20, December 18.
- *The October meeting will include review of Purchasing Policy, with consideration given to a Netspend prepaid card.
- *The debit/credit card will be turned in to the Treasurer and removed from use.
- *The Volunteer Policy and By Laws will also be reviewed as to normal practice of library boards.
Jan Dekoff, CCLS Exec. Dir. will meet with the board in September, will provide training for trustees, and connect Hayley with helpful people within the library system to assist in building her library experience base. Jan has graciously agreed to be an ongoing resource and support as the board becomes fully functioning.
- *Hayley Wilkins, Manager is to be given access to FaceBook immediately.
- *Hayley will be responsible for building keys. Any key use will be entirely at her purview. Any trustee who currently has a key is to turn the key into Hayley immediately.
- *A packet of bills and receipts will be turned in to each monthly Board Meeting.
- *Communication among the board will be done by email in order that the entire board has access to information and history of information.
- *Board secretary and Library Manager will keep up to date contact information for board and staff.

The meeting closed with Jan Dekoff and Mindy Purdy agreeing to share necessary information with Hayley Wilkins, Library Manager and Jacob Milius, Library Clerk.

The meeting was adjourned at 6:23 PM.

Respectfully submitted,
Rev. Evon Lloyd
Secretary Pro Tem