

November 16 2023

All in attendance with friends member and the director. Called to order by president Charity Knighten at 6:39pm.

Edit secretary notes with one edit. The last bullet point from the September, meeting reviewing the circulation policy. Charity Knighten moves to accept, Hayley Wilkins seconds, all in favor.

Treasurer gives a report. Board will not take disbursement.

Hayley Wilkins will work with the library director to build a budget.

Friends give report.

Donation of hat and mitten tree will buy \$500.00 worth of books and a shelving unit for the library.

Friends will decorate for Christmas.

The mum sale went well.

The herb sale will be in the spring.

Library Director Heidi Khawam gives report

Ensering hopes and dreams will put on an activity during Christmas in Gowanda, from 3-5 pm in the community room.the director will meet with SEFA to talk about money donation from the Collins Correctional facility.

New business 2024 meeting schedule, 4th Thursday of every other month for meetings.

November will always be the week before Thanksgiving.

Two hours of training a year for board and employees.

Policy updates

Page 1 removes the library open 39 hours per week.

Page 1 to provide the director with accurate signed and dated timesheet bi weekly to insure paycheck is timely -change weekly to bi weekly.

Page 2 any employee working 6 or more hours per day will be offered a lunch break. Employees who wish to waive their lunch break may do so monthly upon an agreement with the director.

Vacation-if you are employed by the library, you will be offered a paid vacation. No paid vacation line is eliminated.

Eliminating full/part time employee vacation time.

1 week for 6 months-1 year

2 weeks for 1-5 years

3 weeks for 5-10 years

4 weeks for 11 or more consecutive years

All employees are entitled to a week of paid sick leave. A week a week equals the number of hours normally scheduled.

Bereavement- strikeout documentation, end the line at partner. All employees in the event of the death of a partner, child, mother, father, sister, brother, grandparents, grandchildren, in-laws, step family, will receive paid time off for three consecutive work days. One paid day off for aunt,

uncle, someone you provide custodial care for, niece, nephew, others. Any additional days, unpaid bereavement is at the discretion of the library director.

Jury duty, eliminate the word "actually".

Holidays add Juneteenth as a paid holiday.

If a holiday falls on a Saturday, they are observed on Friday and if it falls on a Sunday it is observed on a Monday.

If you are scheduled, you get paid holidays.

Add Martin Luther King Jr. Day

Unexpected Closure

The Board President will discuss with the director if any emergencies with the building occur.

*hold circulation policy until the next meeting.

Fine free is suspended after \$10.00 worth of fees.

The Gowanda Free Library is a fine free facility as long as overdue items are returned in usable condition. Any incurred late fees are forgiven until such time. However library cards that accumulate charges of \$10.00 or more may be temporarily suspended.

Hayley Wilkens motions to give \$500 for the library heater. Charity Knighten seconds the motion. All in favor.

Charity Knighten motions to accept all of the policy changes, Jeffrey Hatfield seconds. All in favor.

Security system- Charity Knighten moves we accept the bid from SFC. Hayley Wilkins seconds. All in favor.

President Charity Knighten adjourns at 8:24pm