

Rushford Free Library Board Meeting Minutes

April 10, 2024

Call to Order The meeting of the Rushford Free Library Board of Trustees was called to order by Martha Sabato, President, at 7:06 PM. (Present: Jessica Hoxie, Allison Barnes, Mary Jo Hubbard, Marty Sabato, Becky Cole, Amy Chiu and Sandy Gustafson, guest). Amy Stromberg participated via Zoom. Absent: Kristin Barber, Morgan Reynolds)

Report and Minutes

- Minutes from February 2024 Meeting: A motion was made by Amy Chiu, seconded by Amy Stromberg, to approve March minutes. The motion carried.
- Library Director:
 - Using the grant from the Allegany County Area Foundation has been used to purchase a large screen television and computer. The television and mount have been ordered through Amazon. The computer has been ordered through STLS.
 - Book Club begins Tuesday, May 14, 2024.
 - Kaleena Bell and Autumn Osburn will attend the Summer Reading Workshop sponsored by STLS on Thursday, April 18th.
 - The Kinship Group will meet the fourth Tuesday afternoon of each month.
 - A motion was made by Morgan Reynolds, seconded by Jessica Hoxie to approve the annual report. The motion carried.
- Treasurer & Bookkeeper:
 - A motion was made by Amy Chiu, seconded by Jessica Hoxie, to approve the Bookkeeper's report. The motion carried.
 - Lee James of Lawrence Dye Inc. met with Jessica and Marty to review the options available for Director and Officers insurance. The Westchester Chub Company policy was determined as the best option. It will cost \$595 per year with no deductible.
- Program Coordinator
 - Eclipse Watch Party will be held Monday, April 8th from 2:00 PM to 4:00 PM. The Town Board has been approved blocking off Main Street in front of the library and the Rock for the party. The Rock is going to provide space themed snacks for sale. The library is going to provide popcorn and stations in the library. If weather permits, games will be set up outside.
 - A rainbow keychain craft is scheduled for March 16th. Other events are being planned and worked on to provide for the community.

Old Business

- Board Vacancy: Sandy Cobb Gustafson is interested in serving as a Board Trustee. This position is a one-year term created by the resignation of Linda Woolsey.

Facilities: (Marty Sabato)

- The M&T Bank has agreed to donate their Rushford location to the Rushford Free Library. In response the Board was given two opportunities to walk through the bank. Dennis Cook, a structural engineer, walked through the bank to provide feedback on the viability of the its use as a library. He determined that because of the extensive use of concrete the building would be able to support the weight of the books. The bank is expected to supply the original building plans for Mr. Cook to examine more thoroughly.
- **Sexual Harassment Training**
Sexual Harassment training is required for all Board members. Online training is available through STLS. All Board members received information regarding how to access the training. If training was received from another capacity, documentation needs to be submitted to Becky.
Verification of Sexual Harassment Training for all library staff and Trustees and a copy of the library's current policy is required by the library's attorney.
- **Park Passes** Allison will continue to look into passes for our library patrons and their families.

New Business

- **Staff Evaluations**
Becky Cole will complete Staff Evaluations for Kaleena Bell and Autumn Osburn. The Personnel Committee will complete Becky Cole's evaluation.
- **STLS Grant**
A grant was submitted to cover the cost of adult crafting programs in the amount of \$1200.
- **Code of Conduct**
A draft of a Code of Conduct policy was distributed to Board members to examine. Adoption will be discussed at a future meeting.
- **Summer Intern**
Allison will contact the county to explore the possibility of employing an intern for the summer months.

A motion was made by Amy Chiu, seconded by Jessica Hoxie to go into Executive Session at 8:24 PM.

Trustee Appointment Sandy Gustafson was appointed to a one-year term as Board Trustee.

A motion was made by Mary Jo Hubbard, seconded by Amy Stromburg, to adjourn the meeting at 8:25 PM.

Next Meeting May 8, 2024

Respectfully submitted,

Allison Barnes