

2020 Complete Secretary Meeting Minutes Report

January 15,2020 Genesee Library Meeting

2019 Annual Meeting/ 2020 Reorganizational Meeting

Meeting Opened: At 5:00pm

Present for Library: Tricia Grover, Teresa Hopkins, Beverly Holcomb, Rae Smith, Steve Scribner

Present for Public: No on present

Public Speaking: No one present

Appointments or Elections:

Tricia Grover-Started 11/2017 Ends December 2019 New Term 1/8/2020- – 1/8/2023

New oath of Office given by Teresa Hopkins to Tricia Grover signed at this meeting dated January 15,2020.

Terisa Hopkins-Started 11/2017 Ends December 2020

Beverly Holcomb-Started 1/2018 Ends 1/2021

Virginia Cox-Started 10/2019 Ends 10/2022

Open Board member seat new term

Voting for Offices:

President-Tricia Grover

Vice President- Vacant

Secretary- Beverly Holcomb

Treasurer- Teresa Hopkins

Officer-

Secretaries Report: Accepted from the December 18th meeting, motion made by Beverly Holcomb /2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report:

- Reports on all accounts for December 18-31,2019 accepted motion made by Tricia Grover/ 2nd by Beverly Holcomb: all I's passed and carried.
- Reports on all accounts for January 1-14,2020 accepted motion made by Beverly Holcomb/ 2nd by Tricia Grover: all I's passed and carried.

- Report from Steve Scribner for 2019 showed a positive balance of \$3,473.21 left from budget this is due to the number of grants that were received.

Old Business:

- Gabe has resigned from the board effective 12,31,2019
- Overview of 2019-

New Business:

- End of 2019- This went well several new programs were added and core programming was implemented.
- Annual Report Board member information was verified
- Board meeting schedule for 2020 year had been decided- Board meetings will be held the third Wednesday of each month: January 15, February 19, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16. Each Meeting will start at 5:00 PM.
- Steve Scribner proposed the 2020 for continued C.P.A work motion was made by Tricia Grover/ 2nd Teresa Hopkins. Proposal was signed.
- Community Bank Accounts were updated will all signer signatures for accounts.
- Plans for 2020: New events planned for crafting, cooking classes, and core programming continued.
- Tax Levy letter for Bolivar-Richburg school was signed and will be mailed
- Job Track agreement was signed and will be sent to Jerry.

Directors Report:

- Patrons visited the library 3,735, Library sponsored events 230, Holds filled totaled at 1,050. Materials processed in house were 517 items. 287 books were purchased, 97 DVDs, and 3 video games
- Facelift for Facebook and website have started
- Julie is catching on quickly to the new position and soon will be ready to work on her own.
- Grant research for 2020 has started that will best serve our community for now and in the future.
- An update on construction aid will be around April 2020
- New files for 2020 have been started and are working well.

Committee Reports: None to be had

Adjournment: Meeting closed 5:40 PM

Next Meeting: February 19,2020 at 5:00 PM

February 19,2020 Genesee Library Meeting

Meeting Opened: At 5:02pm

Present for Library: Tricia Grover, Teresa Hopkins, Beverly Holcomb, Virginia Cox, Rae Smith

Present for Public: No on present

Public Speaking: No one present

Appointments or Elections: No new elections or Appointments

Secretaries Report: Accepted from the January 15th meeting, motion made by Teresa Hopkins /2nd by Tricia Grover: all I's passed and carried.

Treasurer's' Report:

- Reports on all accounts for January 14- February 18,2019 accepted motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- End of 2019- This went well several new programs were added and core programing was implemented.
- Annual Report Board member information was verified
- Board meeting schedule for 2020 year had been decided- Board meetings will be held the third Wednesday of each month: January 15, February 19, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16. Each Meeting will start at 5:00 PM.
- Steve Scribner proposed the 2020 for continued C.P.A work motion was made by Tricia Grover/ 2nd Teresa Hopkins. Proposal was signed.
- Community Bank Accounts were updated will all signer signatures for accounts.
- Plans for 2020: New events planned for crafting, cooking classes, and core programing continued.
- Tax Levy letter for Bolivar-Richburg school was signed and will be mailed
- Job Track agreement was signed and will be sent to Jerry.

New Business:

- Annual Report: Reviewed and board are fine with the date of January 31,2020
- Programs: Most are in order, still working on summer programs, and waiting on fall programs due to construction aid
- Community Picnic: July 23rd, from 5 to 7 pm hotdogs hamburgers dish to pass look into reserving the Seventh Day Baptist Church for the event this year, time to start looking into donation for baskets
- Yard sale in June: Yes, we would like to participate again.

Directors Report:

- Grant list is being compiled so far so go
- Program participation numbers are down looking into the year
- Patron would like to purchase sewing machine for \$20.00 voted no due to the cost invested in the machines is higher than the price being offered.

- Census a letter was sent to STLS to talk about funding for the upcoming census. This letter was for increases staff for the time period and three chrome books that will be designated to the census.
- March 3rd there will be a training at STLS for summer programming
- The IRS has issued the refund from last year.

Committee Reports: None to be had

Adjournment: Meeting closed 5:45 PM

Next Meeting: March 18,2020 at 5:00 PM

March 18,2020 Genesee Library Meeting

Meeting Opened: At 4:56pm

Present for Library: Tricia Grover, Teresa Hopkins, Beverly Holcomb, Virginia Cox, Rae Smith, Steven Scribner

Present for Public: Beverly Holcomb's granddaughter

Public Speaking: No one present

Appointments or Elections: No new elections or Appointments

Secretaries Report: Accepted from the February 19th meeting, motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report:

- Reports on all accounts for February 18- March 16,2020 accepted motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- Annual Report: Reviewed and board are fine with the date of January 31,2020
- Programs: Most are in order, still working on summer programs, and waiting on fall programs due to construction aid
- Community Picnic: July 23rd, from 5 to 7 pm hotdogs hamburgers dish to pass look into reserving the Seventh Day Baptist Church for the event this year, time to start looking into donation for baskets
- Yard sale in June: Yes, we would like to participate again.

New Business:

- Items such as Programs, Community Picnic and Community yard sale are all on hold due to the CoVid-19 virus.

- Garbage Service- Cassella \$45.00 weekly, vs Laforge 35.63 Weekly- When programs resume, we will contact LaForge to start service- Motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.
- Summer Lunch Service- School choosing to not partner- should we still plan a lunch program- yes, we should still host a summer lunch program if allowed by the Allegany Health department. For funding we can look at grants and donations. This program would be 4 days a week for 6 weeks cost of the program \$800.00 this would provide us with \$33 a day to feed as many youths as we can.
- Corona Virus Cancellation of programs sponsored and non-sponsored event as of 3/15
- Corona Virus Closing Dates- Monday 3/16 & 3/17
- Corona Virus Closing Wednesday March 18- April 12,2020- or as school, health officials and STLS recommend.
- Pre-Authorization of 10 checks for payments while shut down is in effect to be used for will payments and payroll, motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.
- Raeanne and Julies work schedules while shut down is in effect: Raeanne will continue to work from home or in the library for 20 hours per week. Julie will work 10 hours per week in the library.
- April meeting may be completed as a phone conference due to the current situation.
- Beverly Holcomb made a motion for Budget finances to be reallocated as the situation develops. Additional digital materials purchased, and additional craft supplies may be needed. Motion made by Beverly Holcomb/ 2nd by Teresa Hopkins: all I's passed and carried.
- Per Steve Scribner's report the library is doing well financially
- A check was received from Tribune publishing company that will be deposited into the Books and Supplies Account.

Directors Report:

- Program participation as picked up.
- CoVid-19 update and plans recommended by STLS and Allegany Health department were presented, Cleaning of the building, Website and social media updates and scheduled posts, planning of the summer reading program, Organization and weeding of materials, Applying for grants
- Things we can still do for our community during this time are: Social media post, video post of crafts, craft baggies to be put together and hung outside for community members that may wish to pick them up.
- Due to not spending money on physical books Raeanne would like to send a check for \$200.00 to STLS to help develop the system wide digital collection during this time of crisis.
- Raeanne would like to purchase new touchless hand soap dispenser and paper towel dispensers, as well as much needed signs for the building this total would be \$240.00 Motion made by Virginia Cox/ 2nd by Beverly Holcomb: all I's passed and carried.

Committee Reports: None to be had

Adjournment: Meeting closed 6:08 PM

Next Meeting: April 15,2020 at 5:00 PM

Emergency Meeting March 27,2020 Genesee Library Meeting

Meeting Opened: At 3:05pm

Present for Library: Via Phone Call in: Tricia Grover, Teresa Hopkins, Virginia Cox, Rae Smith, Julie Fletcher

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No new elections or Appointments

Secretaries Report: reading of March 18th,2020 meeting minutes are waived until our regularly scheduled board meeting motion made by Tricia Grover/2nd by Virginia Cox: all I's passed and carried.

Treasurer's' Report: reading of March 18th,2020 financial minutes are waived until our regularly scheduled board meeting motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Old Business: reading of March 18th,2020 old business is waived until our regularly scheduled board meeting motion made by Virginia Cox/2nd Teresa Hopkins: all I's passed and carried

- Annual Report: Reviewed and board are fine with the date of January 31,2020
- Programs: Most are in order, still working on summer programs, and waiting on fall programs due to construction aid
- Community Picnic: July 23rd, from 5 to 7 pm hotdogs hamburgers dish to pass look into reserving the Seventh Day Baptist Church for the event this year, time to start looking into donation for baskets
- Yard sale in June: Yes, we would like to participate again.
- Items such as Programs, Community Picnic and Community yard sale are all on hold due to the CoVid-19 virus.
- Garbage Service- Cassella \$45.00 weekly, vs Laforge 35.63 Weekly- When programs resume, we will contact LaForge to start service- Motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.
- Summer Lunch Service- School choosing to not partner- should we still plan a lunch program- yes, we should still host a summer lunch program if allowed by the Allegany

Health department. For funding we can look at grants and donations. This program would be 4 days a week for 6 weeks cost of the program \$800.00 this would provide us with \$33 a day to feed as many youths as we can.

- Corona Virus Cancellation of programs sponsored and non-sponsored event as of 3/15
- Corona Virus Closing Dates- Monday 3/16 & 3/17
- Corona Virus Closing Wednesday March 18- April 12,2020- or as school, health officials and STLS recommend.
- Pre-Authorization of 10 checks for payments while shut down is in effect to be used for will payments and payroll, motion made by Beverly Holcomb/ 2nd by Virginia Cox: all I's passed and carried.
- Raeanne and Julies work schedules while shut down is in effect: Raeanne will continue to work from home or in the library for 20 hours per week. Julie will work 10 hours per week in the library.
- April meeting may be completed as a phone conference due to the current situation.
- Beverly Holcomb made a motion for Budget finances to be reallocated as the situation develops. Additional digital materials purchased, and additional craft supplies may be needed. Motion made by Beverly Holcomb/ 2nd by Teresa Hopkins: all I's passed and carried.
- Per Steve Scribner's report the library is doing well financially
- A check was received from Tribune publishing company that will be deposited into the Books and Supplies Account.

New Business: Policies are at the bottom of the minutes.

- Work from home policy-Only comments on this policy were pertaining to the library reserving the right to terminate an employee's option to work from home. Motion made by Teresa Hopkins /2nd by Virginia Cox all I's passed and carried.
- Paid Emergency Leave Policy- Comments made consisted of changed wording: changing the words full or part time to Executive of the Library or Library Director and all other employees. Motion made by Virginia Cox /2nd Teresa Hopkins all I's passed and carried.
- Quarantine Policy- Explanation of the word Quarantine to gain a better understanding of what this policy is used for motion made by Teresa Hopkins /2nd by Virginia Cox all I's passed and carried
- Tax Levy letter to Bolivar-Richburg Central School- Last fall before the 2020 budget was approved a decision to override the taxy levy was voted on. This would allow the Genesee Library to ask to be put on the school budget vote in May of 2020 for additional funding. Since the Corona Virus is affecting our community the Genesee Library would like to withdraw its funding increase for the 2021 year. The deadline to withdrawal is April 4,2020. Motion made by Virginia Cox /2nd Teresa Hopkins all I's passed and carried.

Directors Report: reading of March 18th,2020 directors report are waived until our regularly scheduled board meeting motion made by Teresa Hopkins/2nd by Virginia Cox: all I's passed and carried.

Committee Reports: reading of March 18th,2020 directors report are waived until our regularly scheduled board meeting motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Adjournment: Meeting closed 3:21 PM

Next Meeting: April 15,2020 at 5:00 PM Location and Teleconference TBD

Working from Home/Telecommuting Policy:

Telecommuting is a work arrangement that allows employees to work at home or at some other off- site location for all or some of their regularly scheduled work hours. Although not all jobs can be performed satisfactorily from other locations, The Genesee Library recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Genesee Library and employees.

Types of Arrangements

While employees and supervisors have the freedom to develop arrangements tailored to employee and departmental needs, the following basic requirements must be met: • Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on the Genesee Libraries premises. • Employees must be available to attend scheduled meetings and participate in other required office activities at the home office as needed. Except for extraordinary circumstances. The workweek for the Library Director is 20 hours, additional staff is 5 hours per week.

Request Process Telecommuting arrangements are approved by supervisors. A request made from the Genesee Library Director must be approved by a quorum by the Genesee Library Board of Trustees.

Other Requirements/Restrictions Library Director and or the Genesee Board of Trustees has the right to cancel or suspend employee telecommuting privileges at any time, for any reason or for no reason. (Approved by the Gene

Paid leave during emergency closure policy:

When the library temporarily closes due to a declared state of emergency, and all or some employees are instructed not to come in to work, upon a vote of the board, compensation shall continue as follows:

The library director and remaining staff for the Genesee Library shall be paid at their regular rate of pay based on the number of hours worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

Quarantine Leave Policy:

If any employee of the Genesee Library who is not personally ill is required to remain absent because of quarantine imposed by a governing authority, or if during a declared emergency an employee determines to self-quarantine and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall cover the employee's routine hours (part-time hours will be based on an average of the most recent three pay periods, or as set by the board). Prior to return to duty, such employee may be required to submit a written statement, from the local health officer having jurisdiction, that return to duty will not jeopardize the health of other employees.

To be eligible for compensation during quarantine leave, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

April 15,2020 Genesee Library Meeting

Meeting Opened: At 5:05 pm

Present for Library: (via Phone) Tricia Grover, Teresa Hopkins, Virginia Cox, Rae Smith, Steven Scribner, Julie Fletcher

Present for Public: No one present

Public Speaking: No one present

Appointments or Elections: No new elections or Appointments

Secretaries Report: Accepted from the March 18th and emergency March 27,2020 motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report:

- Reports on all accounts for March 16,2020-April 15,2020 accepted motion made by Virginia Cox/ 2nd by Tricia Grover: all I's passed and carried.

Old Business:

- Raeanne and Julies work schedules while shut down is in effect -Things are going well.
- Garbage Service- Cassella \$45.00 weekly, vs Laforge 35.63 Weekly- postponed until needed
- Work from home policy
- Paid Emergency Leave Policy
- Quarantine Policy
- Tax Levy letter to Bolivar-Richburg Central School- Email was sent and accepted that the Genesee Library will not be asking for a Tax Levy increase for the 2020-2021 school year.

New Business:

- Update on Covid-19- Things are going well we have adjusted to the change well.
- How is the library doing- is there more we can do for our patrons or community-?
- Plans for reopening when the time comes- Follow the guidelines sent from the Governor and STLS as we look to reopening- some ideas will be discussed during a phone conference tomorrow.

Directors Report:

- 230 craft packets have been made available to the public including
 - Science Packet-36 Clay Packets- 18-Easter Packets-72-Seed Houses- 40-Boondoggle- 32 and counting-Time Capsule Covid-19 packets-32
 - More packets will be set out 2 per week
 - More patrons are using the library weather its to set up library cards, call for technology questions, printing services
 - The conferences that have been hosted I am participating in and learning more.

Committee Reports: None to be had

Adjournment: Meeting closed 5:36 PM

Next Meeting: May 20,2020 at 5:00 PM

June 17,2020 Genesee Library Meeting

Meeting Opened: At 5:05 pm

Present for Library: Tricia Grover, Teresa Hopkins, Virginia Cox, Rae Smith, Steven Scribner

Present for Public: Robbie Fletcher

Public Speaking: No One

Appointments or Elections:

- Resignation for Beverly Holcomb has been accepted for the reason she has moved away from the school district. Motion made by Teresa Hopkins/ 2nd by Virginia Cox: all I's passed and carried.
- Robbie Fletcher has expressed interesting in becoming a member of the Genesee Library Board of Trustees and holding the position of Secretary. Motion made by Virginia Cox /2nd by Teresa Hopkins: all I's passed and carried.

Secretaries Report: Accepted from the April 15th motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for April 15- June 16,2020 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- Tax Levy letter to Bolivar-Richburg Central School- Email was sent and accepted that the Genesee Library will not be asking for a Tax Levy increase for the 2020-2021 school year.

New Business:

- Reopening Timeline-June 29th Window, Curbside service, when allowed limited walk-in service available. - No patrons will be allowed in the building until possibly July. We are waiting on the town code enforcement officer to let us know about our maximum occupancy so we may operate at 50%.
 - Outside meeting Groups? No outside groups until we know maximum occupancy and building usage is updated and signed.
 - Loaning Tables and Chairs? Yes, if they will be cleaned and disinfected before and after each use.
- Affidavit for New York State has been completed, printed and available if it is needed
- Plans for reopening when the time comes
 - Health Logs for employees- completed
 - Cleaning Logs for building- completed

- Visitor's log- completed
- PPE
 - Disinfectant/gloves/masks/thermometer/keyboard covers- purchased and in use
- Employee Pandemic Policy- Listed below was read and voted on: Motion made by Teresa Hopkins/ 2nd by Robbie Fletcher: all I's passed and carried.

Directors Report:

- 1,004 craft kits have been distributed to the public
- For opening for curbside and window service on 6/29 I would like to change to summer hours Mon-Thurs 11-5 since normally we would change over 7/6 and that is only 1 week away.
- We partnered with Sidelines and the Bolivar-Richburg School district to provide ice cream for students of the week for the last few weeks of the school year. This has been a positive experience as well
- Director's vacation will be July 29-August 10

Committee Reports: None to be had

Adjournment: Meeting closed 5:58 PM

Next Meeting: July 15,2020 at 5:00 PM

Employee Pandemic Policy

This pandemic policy is susceptible to changes with the introduction of additional governmental guidelines. Covid-19

If you have a positive COVID-19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's note confirming your recovery.

Employees must: Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitizers you will find around the office. Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately. Open the windows regularly to ensure open ventilation. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).

Employees will be required to complete their personal health logs, before and after each shift worked.

Employees will also be required to keep a visitor's log and cleaning log.

Employees will be required to wear a facemask and or other personal protection equipment (ppe) during hours of operation. Masks and other ppe will be placed in the appropriate designated bins for disposal or laundering. Sanitation and disinfecting of books and materials will be guided by the National Library Association, Southern Tier Library System and State Health Department.

Adopted by the Genesee Library Board of Trustees on June 17,2020.

July 15,2020 Genesee Library Meeting

Meeting Opened: At 5:03 pm

Present for Library: Tricia Grover, Virginia Cox, Robbie Fletcher, Raeanne Smith, Steven Scribner

Present for Public: No One

Public Speaking: No One

Appointments or Elections: None

Secretaries Report: Accepted from the June 17th meeting minutes motion made by Tricia Grover/2nd by Virginia Cox: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for June 16-July 14,2020 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- Reopening Timeline-June 29th Window, Curbside service, when allowed limited walk-in service available. - No patrons will be allowed in the building until possibly August.
 - Outside meeting Groups? No outside groups until we know maximum occupancy and building usage is updated and signed.
 - Loaning Tables and Chairs? Yes, if they will be cleaned and disinfected before and after each use.
- Employee Pandemic Policy- Listed below was read and voted on: Motion made by Teresa Hopkins/ 2nd by Robbie Fletcher: all I's passed and carried.

New Business:

- Contract for snow plowing same seasonal rate as the 2020 year.
- First budget and taxy levy drafts were looked over. Changes will be made, and the next draft will be presented at the August board meeting.

Directors Report:

- Processing supplies have been ordered and arrived this is the first larger order since 2017.
- Curbside and window service are going great
- New patrons are being signed up and participating in the summer reading program
- Discussion on being ready for walk in service. With numbers increasing it's best to wait and still provide a safe environment for community members.

Committee Reports: None to be had

Adjournment: Meeting closed 6:26 PM

Next Meeting: August 19,2020 at 5:00 PM

Budget Draft for 2021

What We Need to Do: Meet Community Needs.
Keep Expenditures Low While Providing Great Services.
Maximize Tax Dollars because not every taxpayer is a Library patron.

How We Can Do This: Create A Great Budget, let it work for us.
Share the responsibility of the library
Fundraising to offset income expenses.
Create programs that work for our community.
Stay on top of technology.
Make advancements throughout the year.
Attend and Participate in Workshops to further our education. (STLS, Local Libraries)
Stay in the loop about grant proposals

A budget is a trust contract between the Board of Trustees and the Director as a way for all of us to work together without overspending or underspending in one specific area for the best benefit of the library.

Projected Revenue 2021

Bolivar-Richburg School-	\$27,318.75
Town of Genesee-	\$6,000.00
Library System-	\$1,404.00
Interest Earned-	\$20.00
Raffles/ fund raisers-	\$200.00
Donations-	\$700.00
Fines/Copies -	\$100.00
Grants-	\$2,000.00
Total-	\$37,742.75

2019 Expenses:

Payroll-

Director Salary-	$\$15.00 \times 25 \times 51 = \$19,125.00$	$\$14.00 \times 25 \times 51 = \$17,850.00$
Second Employee-	$\$12.50 \times 5 \times 46 = \$2,875.00$	$\$12.50 \times 5 \times 46 = \$2,875.00$
Summer Employee-	$\$12.50 \times 18 \times 6 = \$1,350.00$	$\$12.50 \times 18 \times 6 = \$1,350.00$
Vacation Time-	$\$15.00 \times 24 = \360.00	$\$14.00 \times 24 = \336.00
Total Cost of Salaries-	\$23,710.00	\$22,441.00
Social Security/Medicare x8%	\$1,896.80	\$1,795.28
Total Cost-	\$25,606.80	\$24,236.28
Estimating-	\$26,000.00	\$26,000.00

Utilities-

Heat-	\$3,000.00
Telephone-	\$800.00
Electric-	\$1,500.00
Garbage service-	\$400.00
Total-	\$5,700.00

Insurance-

Workmen's Comp/Disability-	\$500.00
CPA-	\$700.00
Building Insurance-	\$370.00
Employment Posters	\$50.00
Ganoung fire protection	\$50.00
Snow Removal	\$2,100.00
Total-	\$3,770.00

STLS/Training

Cost Share-	\$2,600.00
Staff Training/Mileage-	\$300.00
Total-	\$2,900.00

Main Account Total- \$38,370.00

Collection Development

Books-	\$3,000.00	
Video-	\$1,800.00	
Extra-	\$300.00	Additional Site License, video games
Total-	\$5,100.00	
Advertising-		
Social media/ other sources-	\$200.00	
Total-	\$200.00	

Programs

Child/Adult Programing/Supplies-	\$1,300.00
Summer Enrichment Program/Supplies-	\$700.00
Total-	\$2,000.00

Other Expenses-

Technology-	\$800.00	computers, tablets
Building Upgrades-	\$200.00	
Office Supplies/Building Supplies-	\$600.00	
Total-	\$1,600.00	

Books and Supplies Account total- \$8,900.00

Main Account Total- \$38,370.00

Book and Supplies Total- \$8,900.00

Grand total Both accounts- \$47,270.00

Revenue \$37,742.75– Expenses \$47,270.00= -\$9,527.25

This difference is made up with our 2020 remaining balance or grant monies we can apply for to help with cost as well as asking for an increase in the school tax levy.

Proposed Fundraising for 2021:

Community Yard sale; Community Picnic; Memorial Day flag sales; Bake sale Seasonal; Sports Team car wash 25/75% split; 50/50 raffle split; Pie day bake sale

Programs 2021:

Digital Help class; Kids Fun Day; Community Garden with school club Christmas Cookie sway; Community Picnic; Summer Enrichment Program; Fitness class/ Bowling for Adults; Teen fun learning program; Early Education Programs.

Technology

Tablets Stem-Tech Outdoor Community Garden

Advancements to the Library this Year:

Director Desk, Driveway signs, Playground Grant

Change to the Library hour Proposal

Winter (School Year) September-June			Summer Hours July-mid August		
Monday	2-8	6 hours	Monday	11-5	6 hours
Tuesday	8-12	4 hours	Tuesday	11-5	6 hours
Wednesday	2-8	6 hours	Wednesday	11-5	6 hours
Thursday	8-12	4 hours	Thursday	11-5	6 hours
		20 hours			24 hours

*Approved by the Genesee Library Board of trustees : _____

August 19,2020 Genesee Library Meeting

Meeting Opened: At 5:03 pm

Present for Library: Tricia Grover, Virginia Cox, Teresa Hopkins, Robbie Fletcher, Raeanne Smith, Steven Scribner

Present for Public: No One

Public Speaking: No One

Appointments or Elections: None

Secretaries Report: Accepted from the July 15th meeting minutes motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for July 14-August 19,2020 accepted motion made by Virginia Cox/ 2nd by Tricia Grover: all I's passed and carried.

Old Business:

- Reopening Timeline-June 29th Window, Curbside service, when allowed limited walk-in service available. - No patrons will be allowed in the building until possibly August.
 - Outside meeting Groups? No outside groups until we know maximum occupancy and building usage is updated and signed.
 - Loaning Tables and Chairs? Yes, if they will be cleaned and disinfected before and after each use.
- Contract for snow plowing same seasonal rate as the 2020 year.
- First budget and tax levy drafts were looked over. Changes will be made, and the next draft will be presented at the August board meeting.

New Business:

- **Meeting/Community Room-** The Library will support local boards in a safe place to meet. All other group meetings will be cancelled for the remainder of 2020.
- **Employee Evaluations-** Raeanne Smith, Julie Fletcher
- **Tax Levy Vote-** The Genesee library board has voted for a 40 percent increase during the 2021 year. This is an overall impact of \$5.39. Motion made by Teresa Hopkins/ 2nd by Virginia Cox: all I's passed and carried.
- **2021 Budget 2nd proposal-** One change adding an additional \$200.00 the Office supplies. Motion to accept 2021 budget proposal made by Teresa Hopkins/2nd by Virginia Cox: all I's in passed and carried: Copy of budget is at the end of the meeting notes.
- **Summer reading has ended-** the turn out was well more than anticipated due to the circumstances. 20 youth, 3 teen, and 11 adults participated.
- **Plans for fall-**
 - **Programs-** Board approved a \$700.00 budget for continuing craft kits through December 2020. Motion made by Virginia Cox/ 2nd by Robbie Fletcher: all I's passed and carried.
 - **Programs-** all in person programming will be cancelled for the remained of 2020.
 - **Fundraiser idea-** Sunday October 18,2020 the library will host a soup and sandwich to go meal. 3 soup options 3 sandwich options. A chicken noodle, beef stew, and broccoli and cheese, grilled cheese, hot turkey and cheese, hot ham and cheese. Presale tickets will be \$8.00.
 - **School-** How can we help our students- Some students have little to no internet access to complete work on virtual school days. The community room will used for individual students that need a safe place to complete schoolwork during

their virtual days of learning. A table, chair available for the student. Students must agree to all rules, such as wearing a facemask, social distancing, staying in your seat. School lunches can be brought to the library and stored in the kitchen refrigerator. Each student will be allowed to bring a water bottle.

- **Hours of operation for September - December 2020-**
 - **Monday- 10 am – 3 pm**
 - **Tuesday-10 am – 3 pm**
 - **Wednesday-10 am – 8 pm**
 - **Thursday-10 am – 3 pm**
- **Winter plans-** Nothing yet, things are changing so quickly we will reassess during the September Meeting.

Directors Report:

- 1,944 -craft kits have been provided to the community
- 523 books and material have been processed so far this year
- Summer reading numbers are being calculated

Committee Reports: None to be had

Adjournment: Meeting closed 6:24 PM

Next Meeting: September 16,2020 at 5:00 PM

Budget approved for 2021

What We Need to Do: Meet Community Needs.
Keep Expenditures Low While Providing Great Services.

Maximize Tax Dollars because not every taxpayer is a Library patron.

How We Can Do This: Create A Great Budget, let it work for us.
Share the responsibility of the library
Fundraising to offset income expenses.
Create programs that work for our community.
Stay on top of technology.
Make advancements throughout the year.
Attend and Participate in Workshops to further our education. (STLS, Local Libraries)
Stay in the loop about grant proposals

A budget is a trust contract between the Board of Trustees and the Director as a way for all of us to work together without overspending or underspending in one specific area for the best benefit of the library.

Projected Revenue 2021

Bolivar-Richburg School-	\$27,318.75
Town of Genesee-	\$6,000.00
Library System-	\$1,404.00
Interest Earned-	\$20.00
Raffles/ fund raisers-	\$200.00
Donations-	\$700.00
Fines/Copies -	\$100.00
Grants-	\$2,000.00
Total-	\$37,742.75

2019 Expenses:

Payroll-

Director Salary-	$\$14.25 \times 25 \times 51 = \$18,168.75$
Second Employee-	$\$12.50 \times 5 \times 46 = \$2,875.00$
Summer Employee-	$\$12.50 \times 18 \times 6 = \$1,350.00$
Vacation Time-	$\$14.25 \times 24 = \324.00
Total Cost of Salaries-	\$22,735.75
Social Security/Medicare x8%	\$1,818.86
Total Cost-	\$24,554.61
Estimating-	\$25,000.00

Utilities-

Heat-	\$3,000.00
Telephone-	\$800.00
Electric-	\$1,500.00
Garbage service-	\$400.00
Total-	\$5,700.00

Insurance-

Workmen's Comp/Disability-	\$500.00
CPA-	\$700.00
Building Insurance-	\$370.00
Employment Posters	\$50.00
Ganoung fire protection	\$50.00
Snow Removal	\$2,100.00
Total-	\$3,770.00

STLS/Training

Cost Share-	\$2,600.00
Staff Training/Mileage-	\$300.00
Total-	\$2,900.00

Main Account Total- \$37,370.00

Collection Development

Books-	\$2,500.00	
Video-	\$1,500.00	
Extra-	\$300.00	Additional Site License, video games
Total-	\$4,300.00	

Advertising-

Social media/ other sources-	\$150.00
Total-	\$150.00

Programs

Child/Adult Programing/Supplies-	\$1,000.00
Summer Enrichment Program/Supplies-	\$600.00
Total-	\$1,600.00

Other Expenses-

Technology-	\$500.00	computers, tablets
Building Upgrades-	\$200.00	
Office Supplies/Building Supplies-	\$900.00	
Total-	\$1,600.00	

Books and Supplies Account total- \$7,600.00

Main Account Total- \$37,370.00

Book and Supplies Total- \$7,600.00

Grand total Both accounts- \$45,020.00

Revenue \$37,742.75– Expenses \$45,020.00=\$-7,277.25

This difference is made up with our 2020 remaining balance or grant monies we can apply for to help with cost as well as asking for an increase in the school tax levy.

Proposed Fundraising for 2021:

Community Yard sale; Community Picnic; Memorial Day flag sales; Bake sale
50/50 raffle split; Pie day bake sale

Programs 2021:

Digital Help class; Kids Fun Day; Community Garden with school club
Community Picnic; Teen fun learning program; Early Education Programs.

Technology

New Patron tablets

Advancements to the Library this Year:

Director Desk, Driveway signs, Playground Grant

Change to the Library hour Proposal-

Schedule will vary depending on the needs of the community

Winter (School Year) September-June			Summer Hours July-mid August		
Monday	2-8	6 hours?	Monday	11-5	6 hours
Tuesday	8-12	4 hours?	Tuesday	11-5	6 hours
Wednesday	2-8	6 hours?	Wednesday	11-5	6 hours
Thursday	8-12	4 hours?	Thursday	11-5	6 hours
		20 hours			24 hours

*Approved by the Genesee Library Board of trustees :July 19,2020

October 21,2020 Genesee Library Meeting

Meeting Opened: At 5:00 pm

Present for Library: Tricia Grover (via Phone), Virginia Cox, Teresa Hopkins, Robbie Fletcher, Raeanne Smith, Steven Scribner

Present for Public: No One

Public Speaking: No One

Appointments or Elections: None

Secretaries Report: Accepted from the July 15th meeting minutes motion made by Virginia Cox/2nd by Teresa Hopkins: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for July 14-August 19,2020 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

- The was a fraud attempt on the debt card- Community Bank was notified and solves before it effected the account
- Spending looks good according to Steve.

Old Business:

- Tax Levy increase suggestion-Passed
- Budget proposal Number 2- Passed
- Summer Reading Program ended-
- Plans for the fall- programs, fundraiser ideas- curbside pickup dinner
 - School- how can we help students
 - Times for opening in the building- do we allow it to be reserved.
- Winter plans- Soup/ Sandwich Fundraiser- cancelled due to increases Covid-19 numbers
- Meeting Room- Only approved groups meeting for the remainder of 2020
- Employee Evaluation- done
- Fall hour changes- going to try and see how a change in hours helps our community
- Winter plans we will reassess during the September meeting

New Business:

- New Hours: Patrons would like additional night hours
 - **Hours of operation for November - December 2020-**
 - **Monday- 12 am – 5 pm**
 - **Tuesday-12 am – 5 pm**
 - **Wednesday-12 am – 8 pm**
 - **Thursday-12 am – 5 pm**
- Anything new: nothing new. No plans for winter or fundraisers: Covid-19 numbers are getting worse.
- Construction aid- We received the letter from the New York State that we are approved and was accepted at the 75% match. The total amount we will receive is \$66,750.00.
- The project will be available for bidding. Now through November 18,2020.

Directors Report:

- Met with the Town board on Tuesday to update them about Construction Aid.
- The quilters will be finishing gathering their belongs over the next month.
- Still looking into updating the webpage.
- Weeding material and updating the collection are going well only 2 sections left.
- We received a grant from the F.T. and Anna C. Manley Charitable Trust, for a new circulation desk and directors' station in the amount of \$1,499.98. These have been ordered and shipped they may not be built until after the construction aid project.
- Looking into help from an interior designer for help with color schemes and design development.

Committee Reports: None to be had

Adjournment: Meeting closed 6:00 PM

Next Meeting: November 18,2020 at 5:00 PM

November 18,2020 Genesee Library Meeting

Meeting Opened: At 5:15 pm

Present for Library: Tricia Grover, Virginia Cox, Robbie Fletcher, Raeanne Smith, Steven Scribner

Present for Public: John Crist, Adam Cyr.

Public Speaking: Talk about the Construction Aid project look into a energy assessment blower door test to see where we are losing the most heat. Look into three different assessors and go with the best price motion made by Cirginia Cox/2nd by Robbie Fletcher.

Talk about building an E-wall for 2021 maybe a grant can be funded

Talk about the dehumidifier and a grant for that as well.

Appointments or Elections: None

Secretaries Report: Accepted from the July 15th meeting minutes motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for October 20-November 16,2020 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

- Spending looks good according to Steve.

Old Business:

- New Hours- Going well, Students are participating in virtual learning
- Do we want to try another fundraiser for this year- No due to Covid-19 numbers rising.

- Construction Aid- The job was put out to bid again

New Business:

- Construction Aid update- funding for 90% has arrived the amount was for \$60,075.00.
- No meeting in December unless extenuating circumstances
- Plan for Construction Aid update- Start will redefining the scope of work, more in detail.
- Then look at placing it out for bid in between the holidays.

Directors Report:

- F.T and Anna Manley foundation desk arrived and they are wonderful.
- Weeding is almost done
- Excited about 2021

Committee Reports: None to be had

Adjournment: Meeting closed 7:10 PM

Next Meeting January 13,2021 @ 5 pm and January 20,2021 @ 5 pm.