

Secretary Reports- Meeting Minutes for January 1,2021 through December 31,2021

January 13,2021 Genesee Library Annual Meeting

Meeting Opened: At 4:54 pm

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

Present for Public: Terisa Fletcher

Public Speaking: None

Appointments or Elections: None

Secretaries Report: Accepted from the November 18,2020 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 November 16-December 31,2020 accepted motion made by Virginia Cox/ 2nd by Tricia Grover: all I's passed and carried.

- Steve presented Profit and Loss report for January- December- Everything is in the black.

Old Business:

New Business:

- Annual Report Board member information for 2020: Name, Address, Phone Number and Email Address.
- Board Meeting Schedule for 2021 year- postponed till January 20th
- Community Bank accounts Authorized signatures for accounts- postponed till January 20th
- Teresa Hopkins Resigns- motion pending Thirty days from now- Resignation has been accepted.
- How Did 2020 go over all-? A good year the library did a lot for the community through an unprecedented year.

Directors Report:

- Even with Covid-19 the library had 924 patrons held 161 events with 2,572 participants.
- 809 items were processed in house this year.
- Over 2,000 items were circulated.

Committee Reports: None to be had.

Adjournment: Meeting closed 5:45 PM

Next Meeting January 20,2021 @ 5 pm.

Genesee Library 1/20/202 Meeting

January 13,2021 Genesee Library Annual Meeting

Meeting Opened: At 5:00 pm

Present for Library: People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner via telephone Robbie Fletcher, Terisa Fletcher

Present for Public: None

Public Speaking: None

Appointments or Elections:

New Board Members Sworn In: Robbie Fletcher for a full term, Terisa Fletcher for a full term.

Tricia Grover- Started 11/2017, 1/8/2020- Ends 1/8/2023.

Virginia Cox-Started 10/2019 Ends 10/2022

Robbie Fletcher- Started 6/2020-1/2021, 1/2021-Ends 1/2024

Terisa Fletcher- Started 1/2021- Ends 1/2024

Open Board member seat new 1-year term: Voting for Offices:

President-Tricia Grover Vice President- Virginia Cox

Secretary- Terisa Fletcher Treasurer- Robbie Fletcher Officer- Vacant

Approved Signers for Accounts: Main Account: Tricia Grover, Robbie Fletcher, Steven Scribner.

Books and Supplies Account: Tricia Grover, Robbie Fletcher, Steven Scribner, Raeanne Smith.

Money Market Account: Tricia Grover, Robbie Fletcher, Steven Scribner.

Secretaries Report: Accepted from the January 13,2021 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 January 1-19,2021 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

Old Business: No old business

New Business:

- Sexual Harassment Training Completed by:
Julie Fletcher on 1/14/2021, Tricia Grover, Virginia Cox, Robbie Fletcher, Terisa Fletcher, Raeanne Smith on 1/20/2021
- Plans for 2021- Budget Overview- No changes
- Meeting Dates and Times for 2021:

January 13,20

May 19

September 15

February 17

June 16

October 20

March 17
April 21

July 21
August 18

November 17
December 15

- New Papers will need to be drawn up for Community Bank for authorized signatures- Raeanne will call the bank on 1/21/2021.
- Sick/Safe Leave Policy- motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried. Copy of policy is at the bottom.
- Pandemic Operations Plan- motion made by Robbie Fletcher/2nd by Tricia Grover: all I's passed and carried. Copy of Plan is at the bottom.
- Bidding Package for Construction Aid- motion made by Tricia Grover/2nd by Virginia Cox: all I's passed and carried. Copy of Package is at the bottom.
- Construction Aid Scope of Work- wrapped into the Bidding Package.

Directors Report:

- Julie has received her Sexual harassment training for this year.
- PPE has been ordered as well as a new hand sanitizer station.
- Currently Julie and I are processing the new library materials that have arrived.
- We are also working on a schedule for the take and make craft kits.
- I have started the annual report.
- We will also be shutting the website down soon and working on that.

Committee Reports: None to be had.

Adjournment: Meeting closed 6:24 PM

Next Meeting February 17,2021 @ 5 pm.

PAID & UNPAID LEAVE

The director will be allowed a predetermined amount of paid vacation time that has been approved in the yearly budget excluding bereavement. If additional hours are taken, they would be without pay. The Director will receive regular library salary during jury duty however the jury

duty per diem paid by the court to the director will be submitted back to the library. To request a disability, leave of absence for the board, the employee should submit a statement of ill health or disability for his/her doctor. Pregnancy is treated, for the purpose of this policy, the same as an illness or disability. A board approved disability leave may be granted for up to ninety (90) days. Whenever possible, an employee is required to give as much notice as possible for a disability leave of absence.

No wages will be paid to the employee during his/her leave of absence. Hourly wages, as set by the board will be paid to the substitute. are paid by the Genesee Library to the employee if the employee is collecting disability or worker's compensation benefits.

Sick/Safe Leave Policy

In compliance with New York Labor Law. The Genesee Library shall provide its employees with sick/safe leave as follows: Sick/Safe leave will be provided during the fiscal year of January 1st through December 31st. Each Employee will be offered 40 hours of Sick/Safe leave at the start of each year on January 1st. Time can be used in 1-hour increments. The Genesee Library is limiting the use to only 40 hours during the fiscal year. Any unused hours will be added into the following fiscal year. The Genesee Library cannot retaliate again the employee in any way for the use of their Sick/Safe Leave. The Genesee Library payroll will keep a record of the amount of Sick/Safe Leave given and used.

- Sick leave may be used for mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or for the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for medical diagnosis or preventive care.
- Safe Leave may be used for an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking: to obtain services from a domestic violence shelter, rape crisis center, or other services program; to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members; to meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding; to file a complaint or domestic incident report with law enforcement; to meet with a district attorney's office; to enroll children in a new school; or to take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

The Genesee Library does not require the discloser of confidential information as a condition of using Sick/Safe Leave time. If you wish to use Sick/Safe Leave time for an above listed reason, write a letter to the director of the Genesee Library for the day and amount of time being used.

Genesee Library
Pandemic Operations Plan

Date of Plan Approval: January 20,2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Genesee Library Board of Trustees, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of the Genesee Library, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By:

Signature:

Title:

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Genesee Library. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing

- After touching/disposing of garbage
- After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of December 9th, 2020. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor.
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job.
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job.

Concept of Operations

The Library Director of Genesee Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations,

and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Library Director.

Upon the determination of implementing this plan, all employees and contractors of the Genesee Library shall be notified by telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Genesee Library Board of Trustees will be notified of pertinent operational changes by way of telephone. Other interested parties, such as vendors, will be notified by phone and/or email, as necessary. The Library Director will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Library Director of the Genesee Lib, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes, as necessary.

Upon resolution of the public health emergency, the Library Director of the Genesee Library, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

Essential Positions

The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of the Genesee Library. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

LIBRARY DIRECTOR:

Responsibilities

- Manages day-to-day operation of library including but not limited to checking on the building and grounds for any structural or maintenance issues.
- Supervise all personnel and volunteers
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town or city government, and healthcare professionals.
- Manage circulation of materials – checking books in/out and holds.
- Answer reference inquiries received via the library's email, voicemail, or social media accounts.
- Manage incoming postal mail on a regular basis.
- Regular cleaning of library buildings and maintenance of grounds.
- Etc.

IT MANAGER

Responsibilities

- Manage library website, updating it in a timely manner to reflect current status
- Ensure library Wi-Fi connections are functioning properly.
- Maintain network operations.
- Assist library staff in preparing to work securely while remote.

BOARD OF TRUSTEES TREASURE

Responsibilities

- Manage payroll activities and ensure proper procedure for employees to report remote work hours.
- Maintain accounts payable and receivable activities.

Reducing Risk Through Remote Work and Staggered Shifts

Protocols the employer will follow in order to enable non-essential employees to telecommute or work remotely, including plans to obtain any needed devices or technology such as software, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. All support staff will work remotely.
2. Volunteers will be temporarily be halted.
3. A device will be assigned to an employee to complete work.
 - a. A laptop
 - b. Charging cable
4. Telephone communications will be forwarded if needed.
5. IT help will be provided if VPN is needed.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Genesee Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

The Genesee Library has two staff members the Director and Librarian. The Director and Librarian work on opposite days. If a change is needed the library Director will call the Board of Trustees President.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

Protocols for providing PPE include the following:

- 1) Identification of need for PPE based upon job duties and work location
- 2) Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
- 3) Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Genesee Library has purchased eight weeks of PPE for the library staff and board of trustees. Items will be stockpiled in the back processing room only accessible and tracked by the Director. Items that were purchased consisted of gloves disposable, masks disposable, and commercial grade disinfectants and cleaners.

Staff Exposures, Cleaning, and Disinfection

A description of the protocol outlining what happens in the event an employee or contractor is exposed to the communicable disease, exhibits symptoms or tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace, including policies regarding the disinfection of the workplace and available leave for employees.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- 1) If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - a. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. If possible, these employees will be permitted to work remotely during this period if they are not ill.
 - b. The librarian will notify the director. The Director will notify the Board of Trustees president. The senior member of the chain will be responsible for ensuring these protocols are followed.
 - c. The Board of Trustees President is the decision maker in these circumstances and is responsible for ensuring these protocols are followed.
2. If an employee or contractor is confirmed to have the disease in question, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee logs their temperature every day they enter the building. There is also a daily log for disinfecting the entire public parts of the building.

The Director is the only full-time employee and therefore the only employee who can use leave to quarantine. If this leave is used up, the Director, as well as the Senior Clerk and the per diem clerk, can quarantine without pay.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 1. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The staff member who is working that shift is responsible for cleaning the common areas and filling out the cleaning log.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.
6. The Director will oversee that the cleaning logs are maintained.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Genesee Library is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Genesee Library will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Genesee Library will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Genesee Library will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Genesee Library, is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Genesee Library, and as such are not provided with paid leave time by Genesee Library, unless required by law.

Documentation of Work Hours and Locations

Policies for documenting hours and work locations for essential employees and contractors to aid in tracking the disease.

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Genesee Library, to support contact tracing within the organization and may be shared with local public health officials.

The Genesee Library is only one location and employees are required to log their hours of employment in the computer. If the need arises that we begin contract tracing we will work with the state and local government to the best of our ability. The Library Director will help handle and manage the information.

Housing for Essential Employees

A protocol for how the public employer will work with the locality to identify sites for emergency housing for essential employees.

N/A.

Genesee Library 2/17/2021 Meeting

Meeting Opened: At 5:00 pm

Present for Library: People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner, Robbie Fletcher via telephone Terisa Fletcher.

Present for Public: None

Public Speaking: None

Appointments or Elections: None

Secretaries Report: Accepted from the January 20,2021 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 January 19- February 16,2021 accepted motion made by Robbie Fletcher/ 2nd by Virginia Cox: all I's passed and carried.

Old Business:

- Sexual Harassment Training Completed by:
Julie Fletcher on 1/14/2021, Tricia Grover, Virginia Cox, Robbie Fletcher, Terisa Fletcher, Raeanne Smith on 1/20/2021
- Plans for 2021- Budget Overview- No changes
- Meeting Dates and Times for 2021:

January 13,20	May 19	September 15
February 17	June 16	October 20
March 17	July 21	November 17
April 21	August 18	December 15
- New Papers will need to be drawn up for Community Bank for authorized signatures- Raeanne will call the bank on 1/21/2021.
- Sick/Safe Leave Policy- motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried. Copy of policy is at the bottom.
- Pandemic Operations Plan- motion made by Robbie Fletcher/2nd by Tricia Grover: all I's passed and carried. Copy of Plan is at the bottom.
- Bidding Package for Construction Aid- motion made by Tricia Grover/2nd by Virginia Cox: all I's passed and carried. Copy of Package is at the bottom.
- Construction Aid Scope of Work- wrapped into the Bidding Package.

New Business:

- Construction Aid Update: Everything went out to bid we posted on social media and the Olean Times Herald.
- Annual Report was presented and reviewed- motion made by Tricia Grover/ 2nd by Virginia Cox: all I's passed and carried.
- Construction Aid Contractor Bid(s)- Three bids were received.
 - Cryco Construction, Western Door, and Extreme Contracting
 - After comparing prices and Cryco Construction's Bid was accepted.

Directors Report:

- Annual Report has been completed.
- Letter for tax levy vote for school may budget vote is ready to be signed.
- We have been sorting and throwing away things to make things easier for the construction.
- 14 Contractors were sent the bid package, several scheduled times to come and walk through the building.

Committee Reports: None to be had.

Adjournment: Meeting closed 6:24 PM
Next Meeting March 17,2021 @ 5 pm.

Genesee Library 4/21/2021 Meeting

Meeting Opened: At 5:00 pm

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

Present for Public: Sarah Ford.

Public Speaking: None

Appointments or Elections: Sarah Ford as voting member of the board full term.

Sarah Ford- Started 4/2021- Ends 4/2025

Secretaries Report: Accepted from the February 17,2021 meeting minutes motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for February 16- April 20,2021 accepted motion made by Virginia Cox/ 2nd by Terisa Fletcher: all I's passed and carried.

Old Business:

- Construction Aid Update: Everything went out to bid we posted on social media and the Olean Times Herald.
- Annual Report was presented and reviewed- motion made by Tricia Grover/ 2nd by Virginia Cox: all I's passed and carried.
- Construction Aid Contractor Bid(s)- Three bids were received.
 - Cryco Construction, Western Door, and Extreme Contracting
 - After comparing prices and Cryco Construction's Bid was accepted.

New Business:

- Construction Aid Update-View the building
 - Things noticed- Looks great few things to finish and then we are complete. Closing out the grant Next Thursday with Brain.
- STLS 2022-2026 Free Direct Access Plan- Review and sign- accepted motion made by Virginia Cox/2nd by Robbie Fletcher
- How do we feel about in-person programs? Approved for May
- How do we feel about groups meeting here again? Approved for May
- How do we feel about summer reading programs? Approved for July
- Anything else to add- Nothing
- MAY SCHOOL BOARD VOTE PLEASE VOTE AND TALK TO PEOPLE ABOUT VOTING

Directors Report:

- Patrons are excited and loving the new building.
- I applied for new grants.

- The Allegany County Area Foundation Grant for \$1,000.00 for an outdoor shed for storage. It was accepted purchased and I need help putting it together. Looking at an all-day assembly May 1st.
- Foundation for Southern Tier Libraries- for \$935.00 for 3 outdoor, folding picnic tables. It was accepted and funding should arrive after May 13. I would like to order these tables ahead of time if that is ok.
- Genesee Valley Revitalization Grant for \$31,308.62 for an energy efficient boiler, a dehumidifier and weatherization to the building.
- Dollar General Summer Reading Grant for \$2,000.00 for summer reading programs and materials. We will be notified May 13 about this one.
- The quilters are asking about coming back. They had a few questions. Are they allowed to store stuff here in the building? yes – If they have more to store than the two cabinets, can they buy another shelf to store here? Yes. Can they store totes on the floor? No, it may be possible to keep a tote or two in the shed when it is built however it will have a lock and they will not be provided a key– Can they meet longer on Thursdays instead of 9-12 they are looking at 9-2 or 3? They can meet longer however not during the summer reading program.

Committee Reports: None to be had.

Adjournment: Meeting closed 5:58 PM

Next Meeting May 19,2021 @ 5 pm.

Genesee Library 5/19/2021 Meeting

Meeting Opened: At 5:00 pm

Present for Library: People Present: Tricia Grover, Virginia Cox, Raeanne Smith, Steven Scribner, Robbie Fletcher, Sarah Ford.

Present for Public: None

Public Speaking: None

Appointments or Elections: Terisa Fletcher is resigning a letter will be available at the June meeting.

Secretaries Report: Accepted from the April 21,2021 meeting minutes motion made by Robbie Fletcher/2nd by Virginia Cox: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for April 20- May 15,2021 accepted motion made by Tricia Grover/ Virginia Cox 2nd by : all I's passed and carried.

Old Business:

- Construction Aid Update-View the building
 - Things noticed- nothing.
- STLS 2022-2026 Free Direct Access Plan- Review and sign- completed.

- Grants- doing well.
- How do we feel about in-person programs? yes
- How do we feel about groups meeting here again? yes
- How do we feel about summer reading programs? yes
- Anything else to add- nothing.
- MAY SCHOOL BOARD VOTE PLEASE VOTE AND TALK TO PEOPLE ABOUT VOTING

New Business:

- SCHOOL BOARD VOTE WAS TUESDAY- We passed
- Summer Programs-
 - Hours for summer- keep them the same.
 - Raeanne's Vacation- July 26,27,28 August 2,3,4, approved.
- Groups/In person programs- Things are going smoothly, looking into more programming. Starting Magic in June.
- New Mandate about mask wearing for fully vaccinated people- look to STLS and see what other libraries are doing.
- Grants- Received the Dollar General Summer Reading grant, still waiting on the Manley and the Genesee Valley Revitalization Grant.
- We need to pick up one end piece for the counters.
- The sign out front is hard to see. Look into painting the back a different color.

Directors Report:

- Final submission for our Construction Aid was filled out. Waiting to hear back about our next step.
- Things are going well in the building.
- The new picnic tables are here and ready for use.
- The quilters are excited to be back and are looking to purchase a new cabinet for storage.

Committee Reports: None to be had.

Adjournment: Meeting closed 6:12 PM

Next Meeting June 16,2021 @ 5 pm.

Genesee Library 6/16/2021 Meeting

Meeting Opened: At 5:00 pm

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

Present for Public: None

Public Speaking: None

Appointments or Elections: Terisa Fletcher resigned effective immediately. Motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

Secretaries Report: Accepted from the May 19,2021 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 May 15-June 15,2021 accepted motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

Old Business:

- SCHOOL BOARD VOTE WAS TUESDAY- We passed
- Summer Programs-
 - Hours for summer- keep them the same.
 - Raeanne's Vacation- July 26,27,28 August 2,3,4, approved.
- Groups/In person programs- Things are going smoothly, looking into more programing. Starting Magic in June.
- New Mandate about mask wearing for fully vaccinated people- look to STLS and see what other libraries are doing.
- Grants- Received the Dollar General Summer Reading grant, still waiting on the Manley and the Genesee Valley Revitalization Grant.
- We need to pick up one end piece for the counters.
- The sign out front is hard to see. Look into painting the back a different color.
-

New Business:

- Summer Reading Schedule is almost done. A paragraph was sent to the school for the kids for this summer.
- New Grant News- We did not receive the grant for summer lunch and snacks, so we are going to start raising the money through donations and talking with local grocery stores. Any left-over funds will be used for snacks for programs.
- The magic group had their first meeting, it was great 6 students showed, and they are looking forward to next week.
- Covid-19 update- Genesee Library will follow all government recommendations. Anyone unvaccinated ages 2 and up needs to wear a mask, anyone vaccinated does not need to wear a mask. Cleaning and disinfecting will go back to our normal policy. No temperature checks, contact tracing will take place.
- We may be able to work with two youth this summer for the summer.
- 2021-2022 Appalachian Regional Commission Grant Project We will agree to purchase 3 dell latitude 3410 or newer equivalent model laptops from STLS motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

Directors Report:

- Final submission for our Construction Aid was filled out. Waiting to hear back about our next step.
- Things are going great with programs.
- We are excited for summer.

Committee Reports: None to be had.

Adjournment: Meeting closed 5:48 PM

Next Meeting July 21,2021 @ 5 pm.

Genesee Library 8/18/2021 Meeting

Meeting Opened: At 5:00 pm

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

Present for Public: None

Public Speaking: None

Appointments or Elections: None

Secretaries Report: Accepted from the June 16,2021 meeting minutes motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

Treasurer's' Report: Reports on all accounts for June 15-August 16,2021 accepted motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

Old Business:

- Summer Reading Schedule is almost done. A paragraph was sent to the school for the kids for this summer.
- New Grant News- We did not receive the grant for summer lunch and snacks, so we are going to start raising the money through donations and talking with local grocery stores. Any left-over funds will be used for snacks for programs.
- The magic group had their first meeting, it was great 6 students showed, and they are looking forward to next week.
- Covid-19 update- Genesee Library will follow all government recommendations. Anyone unvaccinated ages 2 and up needs to wear a mask, anyone vaccinated does not need to wear a mask. Cleaning and disinfecting will go back to our normal policy. No temperature checks, contact tracing will take place.
- We may be able to work with two youth this summer for the summer.
- 2021-2022 Appalachian Regional Commission Grant Project We will agree to purchase 3 dell latitude 3410 or newer equivalent model laptops from STLS motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

New Business:

- Summer Reading- Drawings were completed winners will be notified. Photos will be post on social media.
- New Grant news- F.T. and Anna Manley Foundation gave us a grant for \$2,800.00 for new bookshelves. Chad from Rustic Rendering will be here Monday August 23rd to give a quote on bookshelves.
- Table and Chair Loans-Policy is being updated with the changes. Will be approved at the next board meeting.
- Building Usage-Policy is being updated with the changes. Will be approved at the next board meeting.
- Mask mandates /school students- As of Monday August 23,2021. Mask are required regardless of vaccination status. This will be reviewed by the board of trustees monthly.
- Programs for Fall- Right now we will take is slow with fall programing until we are comfortable with programs.
- Tax Levy- Options concerning next years taxy levy are in debate of asking for a 5% increase due to the cost of employment increasing by almost \$3,000.00.
- Budget for 2022- Draft proposal for the 2022 budget was presented a few changes are going to be made and a new budget will be presented to the board of trustees during the next board meeting.

Directors Report:

- Total served for Summer Reading
- Lunches/ Snacks Served- 325 participants
- Total cost of Lunch/Snack program- \$498.93
- Total cost per Lunch/Snack per Child- \$1.54
- Stories Read during story time- 23 books with 358 participants
- Craft events held- 22 crafts with 334 participants
- Activities for the children- 23 events with 391 participants

Committee Reports: None to be had.

Adjournment: Meeting closed 6:36 PM

Next Meeting September 15,2021 @ 5 pm.

Genesee Library 11/17/2021 Meeting

Meeting Opened: At 5:00 pm

Present for Library: People Present: Tricia Grover, Virginia Cox, Steven Scribner, Robbie Fletcher. Present via video Raeanne Smith

Present for Public: None

Public Speaking: None

Appointments or Elections: None

Secretaries Report: Accepted from the August 18,2021 meeting minutes motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.

Treasurer's' Report:

*Reports on all accounts for August 16-September 15,2021 accepted motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

*Reports on all accounts for September 15- October 20,2021 accepted motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

*Reports on all accounts for October 20- November 15,2021 accepted motion made by Virginia Cox/2nd by Tricia Grover: all I's passed and carried.

Old Business:

- Summer Reading- Drawings were completed winners will be notified. Photos will be post on social media.
- New Grant news- F.T. and Anna Manley Foundation gave us a grant for \$2,800.00 for new bookshelves. Chad from Rustic Rendering will be here Monday August 23rd to give a quote on bookshelves.
- Table and Chair Loans-Policy is being updated with the changes. Will be approved at the next board meeting.
- Building Usage-Policy is being updated with the changes. Will be approved at the next board meeting.
- Mask mandates /school students- As of Monday August 23,2021. Mask are required regardless of vaccination status. This will be reviewed by the board of trustees monthly.
- Programs for Fall- Right now we will take is slow with fall programing until we are comfortable with programs.
- Tax Levy- Options concerning next year's tax levy are in debate of asking for a 5% increase due to the cost of employment increasing by almost \$3,000.00.
- Budget for 2022- Draft proposal for the 2022 budget was presented a few changes are going to be made and a new budget will be presented to the board of trustees during the next board meeting.

New Business:

- New Grant news- F.T. and Anna Manley Foundation gave us a grant for \$2,800.00 for new bookshelves- 3 persons came forward about building bookshelves.
 - Rustic Renderings- \$2,800.00- (3)-7x7 bookshelves
 - Papa's Woodshop- \$2,485.00- (3) 7x7, and (4)6x7 bookshelves
 - Mr. Fritz- \$2,700.00- (6) 6x6 bookshelves
 - Vote for Bookshelves Papa's Woodshop accepted motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried.
- Table and Chair Loans- form updated: accepted motion made by Robbie Fletcher/2nd by Virginia Cox: all I's passed and carried.

- Building Usage- form updated: accepted motion made by Robbie Fletcher/2nd by Virginia Cox: all I's passed and carried.
- Tax Levy- amount increased 5% equals to \$1,913.00: accepted motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried. This was voted on due to the increase of fuel cost to heat the building and the employee wage increases.
- Budget for the 2022 year: Two budgets were presented to the board budget one was accepted motion made by Virginia Cox/2nd by Robbie Fletcher: all I's passed and carried
- Board Members- We are still looking for 2 board members. We have a new potential candidate she will hopefully be joining us next month to sit in on a meeting and will decide in January if she would like to join.
- Performance reviews were completed for both employees.
- Change to the hours on Thursday to 11-4 being open to the public 12-4: accepted motion made by Robbie Fletcher/2nd by Virginia Cox: all I's passed and carried.
- The purchase of a Progressive Pride Flag to be flown out front: accepted motion made by Robbie Fletcher/2nd by Virginia Cox: all I's passed and carried.
- We did not get accepted for the Genesee Valley Revitalization Program. We will reapply for round 2.
- Governor Kathy Hochul signed NY state assembly bill saying that all trustees of all public library types need to have 2 hours of training yearly. Trustees will then submit their proof of training their library board president who when certifies through the libraries annual report to the state that all trustees satisfied the requirement.

Directors Report:

- September: Budget and tax levy information has been put together. Weeding of books for the new shelves has started. Change in hours for Thursday is requested due to transportation issue.
- October: the library would like to display a Progressive Pride Flag out front. NY state released minimum wage information another budget will be prepared and present to the board. Final bills were drawn up for patrons that have lost material and other libraries that have lost materials these were mailed out. Currently working on a few changes with pages number for the bi-laws and policies manual. We heard back from the GVRP we did not get funded. Working on reapplying when the application is available. Due to Julies quarantine I took over her shifts to keep the library functioning.
- November: Page numbers look correct for the bylaws. Things are slow however with the increases numbers Julie and I are ok with that. Due to Raeanne quarantine Julie took over all shifts to keep the library functioning. A request for payday to be on 11/24 because of the holiday. The governor has added new training requirements for board members.

Committee Reports: None to be had.

Adjournment: Meeting closed 5:55 PM
Next Meeting December 15,2021 @ 5 pm.

Genesee Library
Equipment Extended Loan/Usage Policy
Equipment/Furniture Rules

Any person or Organization willing to abide by the library's rules may use the approved equipment and furniture.

RULES:

1. Equipment/ Furniture form must be filled out and turned in and approved by the director.
2. The Genesee Library will have priority use for equipment/ furniture.
3. Person/ Organization using the Equipment/ furniture are asked to donation to the library.
4. The Person/ Organization signing of this agreement is held accountable for any damages or cleaning fee to the equipment/furniture.
5. The Genesee Library does not endorse or support the purpose of any Person/ Organization by allowing that Person/ Organization the use of the equipment/furniture.
6. All equipment/furniture should be returned clean. If not a cleaning charge of \$5.00 per table and \$2.00 per chair will be billed the Person/Organization signing this agreement.
7. Any problems will be reported to the director as soon as possible.
8. The Genesee Library reserves the right to discontinue any person/organization Extended Loan/Usage Policy for any reason.

I HAVE READ AND AGREE TO FALLOW THE RULES:

NAME: _____

DATE: _____

Genesee Library Equipment/Furniture Form

Organization: _____

Equipment pick up date & time: _____

Date of event: _____

List of equipment/furniture: _____

Equipment drop of date & time: _____

Contact Person: _____

Address: _____

Phone Number: _____

Signature: _____

Printed Name: _____

Date: _____

To be completed by Library Director

Date and time above requested and filled our form: _____

The request was Approved _____ Disapproved _____ . Date: _____

The Equipment/Furniture rules was signed Yes _____ NO _____

Equipment/Furniture returned cleaned Yes _____ NO _____

Equipment/Furniture returned damaged Yes _____ NO _____ Remarks:

Director Signature: _____

GENESEE LIBRARY

BUILDING USE AGREEMENT

ANY ORGANIZATION WILLING TO ABIDE BY THE GENESEE LIBRARIES RULES MAY USE THE BUILDING.

1. The Genesee Library does NOT condone the use of alcohol, illegal drugs or tobacco products in the building.
2. The Genesee Library reserves the right to have priority in use of the Wainman Hall.
3. The Genesee Library does not endorse or support the purposes of any organization by allowing that organization to use the building.

4. **The Wainman Hall is booked first come first served.** If you are interested in the use of the Wainman Hall, please secure the date as soon as you can.
5. The use of the Genesee Library will be confined to Wainman Hall area, the bathroom facilities and kitchen area, except if prior special arrangements were made in advance.
6. A building use form must be filled out and turned in and approved by the director.
7. **Organizations are asked to donate to the Genesee Library for use of the building.**
8. Activities held during the library hours must try not to interfere with normal library operations.
9. The organization sponsoring the event/meeting will be responsible for any damages to the building and its contents.
10. Minors must be supervised by an adult while on the premises.
11. The building must be left in the same way it was found. This includes cleaning up any activities, refreshments and removal of garbage your event accumulates.
12. A library staff member or board trustee does NOT have to be present when the Wainman Hall is being used by another organization.
13. It will be the responsibility of the groups requesting the use of the Wainman Hall to obtain and return the key to the library director after the event if a key is issued.
14. The Genesee Library reserves the right to discontinue any organizations building use privilege if rules are not followed.
15. **All guidelines from the state and local health department and government will be followed. Including occupancy or gathering size restrictions.**
16. By signing this contract, you assume all risk and liability.

I have read and agree to follow these rules:

Name: _____ Printed

Name: _____ Signature

Date: _____

GENESEEE LIBRARY BUILDING USE FORM:

Name/Group/Organization Requesting the Wainman Hall:

Date(s): _____ Time(s) _____

Contact Person(s):

Address/Phone number of contact person: _____

Will your meeting/event need a key: Yes No

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 2022

Bolivar-Richburg School-	\$38,246.00
Town of Genesee-	\$6,000.00
Library System-	\$1,404.00
Interest Earned-	\$10.00
Raffles/ fund raisers-	\$200.00
Donations-	\$700.00
Fines/Copies -	\$100.00

Grants-	\$2,000.00
Total-	\$48,670.00

2021 Expenses:

Payroll-

Director Salary-	$\$16.00 \times 25 \times 51 = \$20,400.00$
Second Employee-	$\$15.00 \times 5 \times 46 = \$3,450.00$
Summer Employee-	$\$15.00 \times 18 \times 6 = \$1,620.00$
Vacation Time-	$\$16.00 \times 24 = \384.00
Total Cost of Salaries-	\$25,854.00
Social Security/Medicare x8%	\$2,069.00
Total Cost-	\$27,923.00
Estimating-	\$28,500.00

Utilities-

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

Insurance-

Maintenance Cost	\$1,000.00
Workmen's Comp/Disability-	\$500.00
CPA-	\$700.00
Building Insurance-	\$500.00
Employment Posters	\$50.00
Ganoung fire protection	\$50.00
Snow Removal	\$2,100.00
Total-	\$4,900.00

STLS/Training

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

Main Account Total- \$42,000.00

Collection Development

Books-	\$2,500.00
Video-	\$1,500.00
Extra-	\$100.00
Total-	\$4,100.00

Additional Site License, video games

Advertising-

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

Programs

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

Other Expenses-

Technology- \$600.00 computers STLS Grant
Building Upgrades- \$300.00 Air Conditioner
Office Supplies/Building Supplies- \$900.00
Total- **\$1,800.00**

Books and Supplies Account total- **\$7,600.00**

Main Account Total- **\$42,000.00**
Book and Supplies Total- **\$7,600.00**
Grand total Both accounts- **\$49,600.00**

Revenue \$48,670.00– Expenses \$49,600.00= -\$930.00

Proposed Fundraising for 2022:

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

Programs 2022:

Digital Help class; Kids Fun Day; Summer Reading full day program; Teen Magic
Group; Teen Skills Group; Cooking Classes; Community Picnic; Teen fun learning
program; Early Education Programs.

Technology

New Computers With STLS Grant

Advancements to the Library this Year:

AC Unit for library side, Driveway signs, Playground Grant, Work with the town about plans to fix the driveway.

Library hour Proposal-

Year Round Hours:

Monday 12-5 5 hours

Tuesday 12-5 5 hours

Wednesday 12-8 8 hours

Thursday 12-5 5 hours

23 hours

*Approved by the Genesee Library Board of trustees: November 17,2021