

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
FEBRUARY 10, 2020**

PRESENT

Farrah Ritter, Chris Hall, Michael Labombarda, Tracy Castleberry, Paul Seidel, Radhika Ramesh

ALSO PRESENT

Adam Traub, Ethan Minnella, Amanda Madigan

PUBLIC ATTENDEES

2 members of the public

ABSTRACTS SIGNED

\$ 9,013.46

Board President Tracy Castleberry called the meeting to order at 7:01 PM and introduced Adam Traub, Associate Director of Monroe County Library System.

HIGH SCHOOL LIAISON REPORT

- Ethan Minnella reported that Pittsford Sutherland Librarian Brian Regan plans to attend in March or April to share information about the district's Library Diversity Audit.
- 20-in-4 (for MORE) students continue with monthly meetings and log the books they've read. The first student to complete the challenge is a senior who accomplished the goal in less than one year.
- Students studying for midterms and regents utilized study areas in the library and are currently working on history research projects.

TRUSTEE MCLS MEETING

- Adam Traub presented the MCLS Member Library Trustee Orientation.

MINUTES

- **Michael Labombarda motioned for approval of the January 8, 2020 meeting minutes. Chris Hall seconded the motion which carried.**

LIBRARY DIRECTOR REPORT

- Amanda Madigan announced the retirement of Adult Services Librarian Mary Kopczynski. After twenty eight years of library service Mary will retire at the end of March.
- The library will offer access to Learning Center computers for census respondents starting Monday, March 16th.

- The New York SHIELD (Stop Hacks and Improve Electronic Data Security) Act goes into effect March 21st. The Monroe County Library System Breach Notification Policy provides support to its member libraries.
 - The New York State Annual Report for Public and Association Libraries will be emailed to trustees for review prior to the March meeting.
 - Amanda shared successes with Children and Young Adult program offerings last month.
 - The PCL tote bag raffle continues and patrons have expressed appreciation for the thoughtful timing.
 - Amanda shared updates on special projects including the redesign of the Children's loft in collaboration with University of Rochester Capstone design students. The makeover should be ready by the end of May.
 - **A motion was requested for removal of the following fixed assets from inventory:**
 - 015885 digital photo frame**
 - 003074 wooden benches**
 - 013177 and 013184 oak stools**
 - 015443 and 015398 arm chairs**
 - 015342, 015347, 015349, and 015348 reading chairs**
- Radhika Ramesh moved to approve the fixed asset disposals as listed. Paul Seidel seconded the motion which carried.**

NEW BUSINESS

- Sign-ups for monthly Friends Board meetings were distributed.

STAFF SHADOWING REPORT

- Farrah Ritter completed her staff shadowing at the Information Desk and the Children's Desk. She found it enjoyable and learned quite a bit about the library.

Tracy Castleberry called for the meeting's adjournment at 8:31 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY