

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
MARCH 10, 2021**

PRESENT

Farrah Ritter, Chris Hall, Paul Seidel, Mary Doyle, Lori Lusk

ALSO PRESENT

Pam Burch, Amanda Madigan, Ethan Minnella

PUBLIC ATTENDEES

None

Board Vice President Mary Doyle called the meeting to order at 7:00 PM.

MINUTES

- **Farrah Ritter moved to approve the February 10, 2021 meeting minutes. Paul Seidel seconded the motion which carried.**

ABSTRACTS

- **Chris Hall motioned for approval of the March voucher abstract in the amount of \$11,681.27. Paul Seidel seconded and the motion was approved.**

FRIENDS LIAISON REPORT

- Pamela Burch reported that Mini Sales are scheduled this March, April, and May in the Fisher Room. See more details on the website at <http://www.pittsfordlibraryfriends.com>.
- Plans are underway for a Youth Book Sale on June 12th, scheduled just in time for kids and family summer reading. As always, the Friends appreciate donations of children's and young adult materials.

HIGH SCHOOL LIAISON REPORT

- Ethan Minnella reported that live movie streaming for classrooms is fully implemented and well received.
- Senior Inquiry research projects will be completed in May.
- Collection development continues as the end of the 2020/2021 school year approached.

TOWN LIAISON REPORT

- Mary presented Kate Bohne Munzinger's report.
- The Zoning Community Workshop will be held on Saturday, March 13th. Those wishing to participate can join using the link on the Town web page www.townofpittsford.org/zoningupdate.

LIBRARY DIRECTOR REPORT

- Amanda Madigan confirmed expanded hours beginning March 15th.
- Funding for the library furniture replacement project was approved at the February 16th Town of Pittsford board meeting.

- Wall Street Journal digital edition is available and well received by patrons. Pittsford residents can access the link at the following link <http://townofpittsford.org/home-library-resources>.
- The media collection loan period will be increased to three weeks. 'New', and 'Hot' materials are not affected by the change.
- The library, in collaboration with the recreation department, is in the process of changing signs for single use restrooms to gender neutral wording.
- Starting on March 17th library staff is eligible for COVID vaccinations as public-facing government and public employees.
- Amanda presented the drafted New York State Report as well as the 2020 Service Statistics. **Paul Seidel moved to approve the New York State Report for submission to Monroe County Library System. Chris Hall seconded and the motion carried.**
- Monroe County Library System's reply to the Greece Trustees' letter regarding the cost share was emailed to trustees. The conclusion was to support Director Council's decision to use population as the basis for the cost share calculation.

NEW BUSINESS

- Amanda Madigan presented the Annual Foundation Report. At the March meeting the asset value chart was reviewed and a gift of 5% approved for library spending. Chris Hall will serve as Trustee Liaison to the Foundation starting this May.
- Policy Committee met to review policies for compliance with New York State's minimum standards. The committee determined that policies will be reformatted as a collection to allow individual review, and updates that can be approved and dated at scheduled Library Board of Trustee meetings.
 - 1) **The Building Use Policy and Facility Rules & Regulations were rewritten to conform to current Town of Pittsford policy.**
 - 2) **Cash Receipts Policy conforms to current Town of Pittsford policy.**
 - 3) **Expenditures Policy will be renamed as Procurement Policy and, along with the Fixed Asset policy established as defined by the Town of Pittsford.**

Paul Seidel motioned for approval of the policies as stated and Farrah Ritter seconded the motion, so carried.

Mary Doyle called for the meeting's adjournment at 7:58 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY