

**PITTSFORD COMMUNITY LIBRARY  
BOARD OF TRUSTEES  
MAY 12, 2021**

**PRESENT**

Tracy Castleberry, Paul Seidel, Radhika Ramesh, Lori Lusk, Farrah Ritter, Chris Hall

**ALSO PRESENT**

Kate Bohne Munzinger, Pam Burch, Amanda Madigan, Ethan Minnella

**PUBLIC ATTENDEES**

One

Board President Tracy Castleberry called the meeting to order at 6:01 PM.

**MINUTES**

- **Paul Seidel motioned for approval of the April minutes. Chris Hall seconded the motion which was approved.**

**ABSTRACTS**

- **Chris Hall moved to approve the May abstract in the amount of \$32,586.72. Farrah Ritter seconded and the motion carried.**

**TOWN LIAISON REPORT**

- Kate Bohne Munzinger reported on upcoming events.
- The Rabies Free Drive-thru Clinic is this month.
- Hazardous Waste and e-Recycling Collection is Saturday at the Perinton Highway Department.
- Grab and Go Meals from the Monroe County Office of the Aging continue on Wednesdays and Fridays. For more information call the Pittsford Senior Programs Office at 248-6235.
- Information about the Memorial Day Remembrance and summer events can be found at [www.townofpittsford.org](http://www.townofpittsford.org).
- The Zoning Code Update public comment period continues. Learn more at [www.townofpittsford.org/zoningupdate](http://www.townofpittsford.org/zoningupdate).

**FRIENDS LIAISON REPORT**

- Pamela Burch reported on a successful April Mini Sale. Another will be held in May and the Special Children's Book Sale is Saturday, June 12<sup>th</sup> 10 AM to 4 PM. A fall Mini Sale is scheduled for Friday and Saturday September 24<sup>th</sup> and 25<sup>th</sup>.
- Some special project money is available for request. The new fiscal year for the Friends begins June 1<sup>st</sup>.
- Pam announced that a new Executive Committee Board Member will be taking over bookkeeper duties.

## **LIBRARY DIRECTOR REPORT**

- Amanda Madigan reported that one part-time staff member retired.
- Monroe County Library System is waiting for the results of the 2020 Census to calculate cost shares.
- MCLS will discontinue material quarantine guidelines for member libraries starting May 17<sup>th</sup>.
- Irondequoit Library announced the launch of a pilot program eliminating fines and fees on Children's and Young Adult library materials.
- Amanda reported the return of library services including in-library iPad loans, self-serve faxing and study rooms.
- The Children's project designed by University of Rochester capstone students was presented. The interactive ball maze machine can be seen here <https://www.hajim.rochester.edu/senior-design-day/pittsford-community-library-rube-goldberg-machine/>.
- Web redesign for the library's pages on the Town of Pittsford website is in process.
- Progress Pride Flags will be displayed for Pride Month in June.
- New York State libraries are able to apply for bullet aid. Letters of request were submitted to Senator Brouk and Assemblywoman Byrnes for consideration.
- A draft of the community survey was distributed for discussion.

## **NEW BUSINESS**

- Amanda Madigan presented the 2022 Town of Pittsford Budget for discussion.

## **ONGOING BUSINESS**

- **Amanda Madigan requested a motion to approve the following Policy Committee recommendations as reviewed and/or revised:**
  - **Bulletin Board and Display Policy**
  - **Distribution of Community Materials Policy**
  - **Citizen Participation in the Library Board of Trustees Meetings Policy**
  - **Confidential Records Policy**
  - **Employee Policies**
  - **Fundraising Policy**
  - **Procurement and Fixed Asset Policies as approved by Pittsford Town Board on April 6, 2021**

**Radhika Ramesh motioned for approval of the policies as presented and Farrah Ritter seconded the motion. Motion carried.**

## **HIGH SCHOOL LIAISON REPORT**

- Ethan Minnella reported that AP exams are well underway.
- Senior Inquiry projects will be completed this month.
- Updates for the new MLA handbook are expected soon.

- Plans for September's library reopening are underway and will incorporate reduced COVID restrictions as they are released.
- Sutherland has received funding for ESOL (English Speakers of Other Languages).
- New science research databases are now available in the collection.

Board President Tracy Castleberry announced plans being considered for the trustee meeting to be held in person June 9. Please contact Tracy and/or Amanda Madigan with questions or comments. Tracy reminded the trustees about the MCLS workshop for REJI scheduled tomorrow.

The meeting adjourned with no objections at 7:17 pm.

Respectfully Submitted,  
Lori O'Connor  
Library Clerk

**OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY**