

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
JANUARY 8, 2020**

PRESENT

Farrah Ritter, Chris Hall, Mary Doyle, Michael Labombarda, Tracy Castleberry, Paul Seidel

ALSO PRESENT

Kate Bohne Munzinger, Ethan Minnella, Amanda Madigan

PUBLIC ATTENDEES

7 members of the public attended.

ABSTRACTS SIGNED

\$ 10,070.94

Board President Tracy Castleberry called the meeting to order at 7 PM.

MINUTES

- **Mary Doyle moved to approve the December 11, 2019 meeting minutes. Michael Labombarda seconded the motion which carried.**

HIGH SCHOOL LIAISON REPORT

- Ethan Minnella reported that Pittsford Sutherland Librarian Brian Regan plans to attend in March and 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.
- Students studying for midterms and regents are using study areas in the library.

TOWN BOARD LIAISON REPORT

- Kate Bohne Munzinger introduced herself to the trustees.
- She looks forward to participating as this year's town liaison and encourages library board members as well as liaisons, and public attendees to reach out to her anytime. See her email link at townofpittsford.org.

LIBRARY DIRECTOR REPORT

- Amanda Madigan thanked the board for coming to the library at the end of the year to sign the final 2019 abstract.
- The Town Budget for 2019 wrapped up well.
- Teen shelving re-arrangements have been completed. Please feel free to browse and enjoy the new configuration.

- Digital documents for 2020 were distributed and meeting folders updated for the year.
 - Please check calendars for the April 8th board meeting and let Amanda know about any schedule conflicts since it coincides with the school break.
 - Staff raises were effective as of the first of the year.
 - At the Monday, February 10th board meeting Monroe County Library System Director Patty Uttaro and Associate Director Adam Traub will present a trustee orientation and Q&A. Discussion topics planned:
 - What is MCLS?
 - Library State Aid
 - Duties of Library Trustees and Library Directors
 - Checklist for effective trustees
 - Library's Plan of Service
 - Intellectual Freedom, Censorship & Privacy
 - Trustee Resources
 - Advocacy
 - Discussed auto renewal.
 - Amanda shared updates on Special Projects including the Family Literacy Grant, redesign of Children's Loft with University of Rochester Capstone design students, and the MCLS Racial Equity and Justice Initiative Team. For more information about the initiative go to sjncenter.org/REJI
 - **A motion was requested for \$23,000 of Foundation funding as follows:**
 - **Volunteer Luncheon** **\$ 650**
 - **Programming** **13,100**
 - **Overdrive** **5,500**
 - **Staff Training** **750**
 - **Value Line** **3,000**
- Mary Doyle moved to approve the request and Michael Labombarda seconded. Motion carried.**
- Amanda circulated the trustee shadowing project sign-up list.

NEW BUSINESS

- Sign-ups for monthly Friends Board meetings will be distributed at the February meeting.
- **Resolved that:**
 - 1) **The Petty Cash Fund be established for 2020 in the amount of \$ 694 and the designated custodian is Library Director Amanda Madigan;**
 - 2) **The Director and Assistant Director of the library are authorized to approve payment vouchers;**
 - 3) **The mileage reimbursement rate effective January 1, 2020 is 57.5 cents per mile;**
 - 4) **Special Committees be formed. The Volunteer Luncheon Committee co-chairs are Chris Hall and Tracy Castleberry with members Farrah Ritter and Paul Seidel. Mary Doyle will chair Trustee Recruitment with Michael**

Labombarda on committee. The Long Range Plan Review chair is Radhika Ramesh with members Mary Doyle, Paul Seidel, and Farrah Ritter. Michael Labombarda motioned for the 2020 planning resolution as presented and discussed. Seconded by Mary Doyle and carried.

- The 2020 Town of Pittsford Budget was discussed.

Tracy Castleberry called for the meeting's adjournment at 8:08 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY