

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
OCTOBER 14, 2020**

PRESENT

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

ALSO PRESENT

Ethan Minnella, Pam Burch, Amanda Madigan

PUBLIC COMMENT

One member of the public

Board President Tracy Castleberry called the remote meeting to order at 7:02 PM.

ABSTRACT

\$ 17,367.17 Discussed conservative spending plan for 2020. Mary Doyle moved to approve the October abstract. Chris Hall seconded the motion which carried.

MINUTES

Farrah Ritter motioned for approval of the September 9, 2020 minutes. Paul Seidel seconded and the motion was approved.

FRIENDS LIAISON REPORT

- Pam Burch reported that Friends have been able to have two mini-sales netting \$6500 plus. Three more sales are being planned for calendar year 2020.
- Expenditures are currently lower than planned, with no interruption in funding anticipated.
- Donations and hall sale revenues are rebounding.
- The Friends Board is considering a pause for January and February 2021.

HIGH SCHOOL LIAISON REPORT

- Ethan reported that school is off to a good start.
- The Sutherland High School library is offering curbside pickup and homeroom delivery service for students requesting materials on the website.
- Digital access has been increased with the addition of several new services.

TOWN LIAISON REPORT

- Board President Tracy Castleberry provided Kate Bohne Munzinger's update. The town is working on the 2021 budget for presentation to the town board.

LIBRARY DIRECTOR REPORT

- Amanda Madigan thanked the board for the September 25, 2020 email vote approving the Trustee Search Committee Chair Overview.
- The board and staff were recognized for participating in Rochester Regional Library Council's Libraries and Anti-Racism Series.
- Staff changes were discussed with the departure of Children's Clerk Amy Lafleur at the end of this month
- Service and building updates were discussed including opening library seating, quarantine rooms, Saturday hours, and low contact pick-up service. Circulation statistics are rapidly approaching pre-COVID levels. Rollback service plans have been drafted in case needed.
- Staff will participate in United Way's 21-Day Racial Equity Challenge later this month. Tracy inquired about participation for board members. Amanda will send links to the trustees by email and handle registration.
- **Requested fixed asset removals for items emailed. Mary Doyle moved to junk the shelving and chairs. Paul Seidel seconded the motion, carried.**

NEW BUSINESS

- The 2020 Director's 2020 Report was submitted and discussed.

ONGOING BUSINESS

- **Director Amanda Madigan presented the revised internet safety policy. There were no public comments and the policy was discussed. Radhika Ramesh moved to approve the policy and Chris Hall seconded. Motion carried.**
- Trustee 2021 goals were discussed. **Michael Labombarda motioned for approval of the goals as presented and discussed. Mary Doyle seconded and the goals were approved.**
- Director Goals for 2021 were presented. **Paul Seidel moved to approve the goals and Michael Labombarda seconded. Motion carried.**
- Recruitment Committee Chair Mary Doyle reviewed progress with the recruitment process.
- Volunteer Luncheon Committee discussed plans to express appreciation
- Board President Tracy Castleberry asked trustees to begin to consider officer nominations for 2021.

Board President Tracy Castleberry called for the meeting to adjourn to Executive Session at 9 pm.

Executive Session was called to order at 9:01 pm and adjourned at 9:08 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY