



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes
9-8-21

Called to order at 2:05.

Present: Carolyn Austin, Diane Aaronson, Glenda Bolton, David Hyland, John Pontius and Tina Winstead.

John was welcomed to his last meeting as Trustee. He was thanked for his many contributions to the library.

Minutes

Glenda made a motion that was seconded by Diane to approve the 8-11-21 meeting minutes. All in favor.

Director's Report

COVID-19: Otsego County moved into the high risk category for transmission of COVID-19 in late August and most recently, the CDC reported 148 cases per 100,000 as measured over a 7-day average in Otsego County. The vaccination rate of the 18 and older population is approximately 58%. The library is continuing to require masks for everyone in the public areas of the building.

NYS HERO Act requires that we have a Prevention Policy that must be shared with employees by September 4. Glenda made a motion that was seconded by David to approve the HML Prevention Plan.

Park Project: One bid was received for the project from Treffeisen and Son who will be using Rodney Frazier as sub-contractor. The bid for the base project (Overlook Terrace, sledding hill, plantings and lighting) was \$769,800. Tina met with the Stimson team to discuss next steps and to talk about which areas of the design should be included in Phase 1. The Park Committee met on Friday the 27th to review the bid documents and set priorities before meeting with the Stimson team. The Stimson's spoke with the contractors and called references prior to the meeting with the Park Committee on Monday August 30. All parties were satisfied with the experience and credentials of the contractors and decided to move forward with the base bid of the project. Treffeisen was contacted to congratulate them on the upcoming project and the Stimsons will draft the contract and schedule a site visit in the next few weeks.

Building Assessment: Steve Rowland will be assessing the building on September 8. The engineers have already visited to assess the major systems in the building.

Fence: Our maintenance man has removed all of the decorative finials from the old fence pieces and notice was sent to Antique Iron Restoration that they are ready to be picked up and refurbished.

Library Construction Aid application: the application was submitted.

Staff: the part-time staff have resigned for a variety of reasons that make it difficult to staff the library. Glenda made a motion that was seconded by David to change open hours beginning September 13 to Monday-Friday 9:00-5:00 and Saturday 9:00-4:00 and to approve the provisional hiring of Eva Weitzel and AJ Lent as full time library clerks.

Staff Development Day has been postponed until the library is fully staffed.

David made a motion that was seconded by Diane to add religious accommodation to the Staff Handbook with information that is required by state law as follows:

Federal and state laws ensure that reasonable religious accommodation be made for an employee's sincerely held religious beliefs unless doing so creates an undue hardship on the employer. Accommodation for a religious observance can be taken and the employee can choose to make up missed work at another time, charge the time missed against paid leave other than sick leave, or take leave without pay for time not made up or charged to paid leave.
All in favor.

Consideration was given to areas of need that may be funded by local foundations.

Financial

Tina will be giving a library presentation to the Town of Oneonta who typically gives the library \$50,000 annually. Since the town makes up 17% of our patron base, the Board requested that she ask for 17% of our tax revenue which is \$89,546 based on the 2020 budget.

John made a motion that was seconded by David to not exceed the tax cap and to use the fund balance to offset additional expenditures. All in favor.

Budget 2022: the draft budget was reviewed. Final figures have not been received for expected Trust revenue and health insurance at this time.

Diane made a motion that was seconded by John to approve payment of the bills. All in favor.

Other

Next Board meeting: Wednesday, October 13 @ 2:00.

Meeting adjourned at 3:49.