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62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes  
11-19-20

Called to order at 2:03.

Meeting held via Zoom.

Present: Carolyn Austin, Diane Aaronson, Glenda Bolton, John Pontius, and Tina Winstead.  
Guests: Brad Kingsburg and Nancy Dazell from Creative Library Concepts (CLC)

Guest presentation

Brad and Nancy discussed how they could facilitate the first floor renovations. They indicated that the first step would be to reorganize the books, followed by construction work (remove paneling, improve windows, new rug, and new wall, paint), then the installation of the furnishings. They typically present a few plans to their clients, and when a final design is agreed upon, will adapt the design to the budget, and oversee the installation.

Minutes

Diane made a motion that was seconded by Glenda to approve the 10-14-20 meeting minutes. All in favor.

Director's Report

COVID-19: NYS has required that libraries adopt a pandemic policy and a Cluster Action Plan. Tina will be drafting these for your review in the coming months.

Two staff members are out awaiting COVID test results. The library will reduce hours if there is a significant staff reduction due to COVID illness or testing.

Staff: the maintenance man has expended all of his leave time and has not been medically released for work.

Other: Tina will explore the possibility of selling discarded books to Better World Books.

Financial

Payment of bills was approved via email.

## Other

Master Plan: the Board reviewed the proposal sent from Rob Cullin and the presentation by Creative Library Concepts and discussed next steps. There was a consensus to look at other projects that each company has completed in older library buildings. Tina will email them to ask for more information.

Capital Fund: Glenda made a motion that was seconded by Diane to approve the following resolution. All in favor.

*Resolved:*

*The Library Board of Trustees, to honor the intention of the donors, will use the Capital Fund to maintain and improve the library building and park.*

Policy: Diane made a motion that was seconded by John to approve the following policies for inclusion in the Staff Handbook in the Other Leave with Pay section. All in favor.

*Resolved:*

*NYS Statutory Paid Family Leave-each eligible employee will receive coverage under NY's Paid Family Leave Law. This type of leave is generally available for bonding with a new child, caring for a family member with a serious health condition, or dealing with family situations when a family member is deployed abroad for active military duty. All benefits are defined by New York State Law. A full explanation of the benefit can be obtained from the Library Director. The library will pay the premium for this benefit.*

*NYS Statutory Short-term Disability-each eligible employee will receive disability benefits in the case of an off-the-job injury or illness. All benefits are defined by New York State Law. A full explanation of the benefit can be obtained from the Library Director. The library will pay the premium for this benefit.*

Long-range Plan: the Long-range Plan will be reviewed and updated at the December Board meeting.

Trustee Officers: Carolyn reminded everyone that the officers are elected at the January meeting and if anyone wants to serve as president or vice-president to let her know.

Next Board meeting: Wednesday, December 9 @ 2:00.

Meeting adjourned at 3:37.