

Canastota Public Library Board of Trustees Meeting

February 18, 2021

Members Present: Jean Boland, Lynne Gaglianese, Gloria Phillips, Arthur Lelio, Eric Snyder

Others Present: Elizabeth Metzger, Director

1. **Call to order:** Meeting was called to order by Lynne Gaglianese at 6:01pm.
2. **Minutes:** **Motion to accept the January 21 meeting minutes** was made by Eric Snyder, seconded by Gloria Phillips. **Motion was approved.**
3. **Treasurer's Report:** A) Report of financial results through January 2021 was reviewed. **Motion to accept the treasurer's report** was made by Art Lelio, seconded by Gloria Phillips. **Motion was approved.** B) **Monthly invoices:** were reviewed & approved. C) **CD Updates:** The Berkshire Bank CD was rolled over for 6 months at a rate of 0.35%. Chase CD matured in January 2021; in view of very low CD rates, this savings will be rolled into a new money market account at Seneca Federal Savings Bank. D) **Budget:** the members reviewed the proposed budget for the coming year July 1, 2021 to June 30, 2022. **Motion to accept the budget as presented** was made by Art Lelio, seconded by Lynne Gaglianese. **Motion was approved.**
4. **Director's Report:** The Library is open; curb service is also provided by appointment. Rooms are booked for tutoring and occasional meetings. Liz reports because of COVID, most groups do not meet in person; they hope to resume in-person meetings soon. Voluntary COVID vaccinations for staff were discussed. We provided 80 "Take and Make" Valentine art projects this month to families, and also working on Teen projects to be given out during February break in conjunction with the Canastota Rec. committee. The Tax Help Program has also started and has completed 21 tax returns for senior citizens so far. We were approved for a Roadside Historical Marker and will receive funding for the entire cost from the William G. Pomeroy Foundation. January circulation was 4153 which included 2641 audios, 509 ebooks, and 129 RBDigital magazines.
5. **Old Business:** 1) **Metal replacement doors for Archive Room, staff kitchen & 2d floor office:** Sahl's Glass provided a new estimate for the 3 replacement doors, and members approved by email. The doors have been ordered--expect delivery in 8 weeks or so. 2) **Separate Lot/Land:** The purchase offer for the Buck St./Barlow St. land was delivered to office of Attorney Paula Highers on November 5th --next we expect title updating. **New Business:** 1) **Pandemic Plan:** Liz has drafted a "Pandemic Plan" policy and procedure, and board members suggested changes for review at an upcoming meeting. 2) **Long Range Plan:** Liz is working on a new long range plan for 2021-2026 and will survey community members for input.

Adjournment: With no further business, a **Motion to adjourn** was made at 6:23 pm by Gloria Phillips, seconded by Jean Boland. **Motion was approved.**

Next Meeting: Next meeting date was set for **Thursday, March 18, 2021 at 6:00pm.**

Respectfully Submitted,
Art Lelio, Secretary