

Rochester Public Library Meeting Minutes  
Tuesday, May 12, 2020  
Virtual Meeting by Free conference call due to COVID-19

Present:

Trustees – Kelly Kelly, Tony Goupee, Barbara Shenton, Lynn Moltz and Jolanta Labejsza  
Librarian – Jeannette Bair

Meeting began: 5:47 pm

Public Communications/Comments: None

Board Communications/Comments: One volunteer a day is allowed in the building for a 2 hour shift to wipe/sanitize books and this is going well.

Secretary's Report:

Motion was made to approve the April minutes. All were in favor.

Review of Action Items:

All action items completed.

Treasurer's Report:

Barb presented the emailed April budget. Mark had not billed us for his COHO amount but it will be in next month's report. Motion was made to approve the budget as presented. All were in favor.

Librarian's Report:

Librarian presented her emailed report with a couple of new items. Motion was made to approve the Librarian's report as presented. All were in favor.

Motion was made to continue Library Director on unemployment until June 1, 2020. All were in favor.

New Business:

Investment Accounts are as follows:

Kirkpatrick Fund \$120,053

Wing (Book) Fund \$96,757

Trustees are mindful of these accounts and monitoring the principals under the current pandemic conditions.

We will continue compliance with Dept. of Libraries Guidelines.

Discussed securing supplies, short & long term and required sanitizing & cleaning procedures.

Rest room facilities/water heater: Limited use according to the phased reopening plan.

Pandemic policy: Instead using the phased reopening plan as presented by email for now.

Leak (timing, contractor, payment):

Motion was made to approve having the Library Director authorize contractor to make chimney repair. All were in favor.

Action Items:

Jeannette will look into the Digital Divide Grant which could be used for computer equipment and staffing for classes after June 1.

Jeannette will take over the landscaping and mowing responsibilities for the summer and be paid the money set aside for these jobs. She will inquire from Julie if she should be paid by salary or from contractor amount.

Jeannette will write up a Continuity Operations Policy after June 1.

Meeting Adjourned at 6:41 PM

Next Regular Meeting: June 9, 2020 at 5:45 PM

Respectfully Submitted,

Lynn Moltz, Secretary