**Tappan Spaulding Library Board Meeting Minutes: 2/14/2021**

**Call to order:** 7:30 PM

**Present:** Patti Schafer, Melanie Coombs, Erin Chapman, Bonnie Mider, Joe Mooney, Lisa Proctor

**Village Representative:** None

**Guests:** None

**Director Report:** See attached Director's report. Questions about correcting budget discrepancy due to overspend. Patti to email village. Making a policy to follow school's lead for snow day closure. Covid protocol with opening.

**Village Representative Comments:** None

**President Report:**

**Treasurer Report:** None

**Approved Bills:**

NYSEG - 43.48

Spectrum - 64.90

Amazon - 292.33

Northern Tioga Chamber of Commerce - 48

Eklund - 129.98

**February 2021 - Director’s Agenda**

**● Bills:** NYSEG - 43.48

Spectrum - 64.90

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Eklund - 129.98 (service for the copier)

We received our $$ from the county - it was $7751.00 this year.

● Voting for Melanie and Bonnie? Melanie’s term ended 2/20 and Bonnie’s ends this

month. How long has Melanie been secretary? Does she need to change positions? I

think the charter says no more than 2 consecutive terms?

● We have some resolutions that need to be made on our budget. Pam said that she

thought Melanie did those? I know the reasons to why we were over budget on a few

things. I guess we just have to rearrange some of the money to balance it all out.

● Do we want to have a policy that we close when NV schools are closed for weather? It

makes sense to me! It’s difficult to quickly get the word out, especially when most of our

patrons aren’t on social media.

● I haven’t ordered the DVD cleaner yet. It asks for credit card info to order it. I’ll have to

call and see how to go about ordering it and being billed.

● The library door is getting really hard to open because of the concrete lip outside the

door. It gets stuck and makes an awful sound - I feel like one day it’s going to just snap

the door in half! Does anyone know anything about concrete grinding? I feel like that’s all

we need. I’m still not clear on all the rules that our building has being a historical site.

Would Pam know, maybe?

● Bonnie mentioned last month that she would rather meet in person. I’m up for that, I feel

like it would at least help with the bills running smoother. If we did switch to in person,

should we change the date/time? I hate to change things up again, but if it helps

everything run a little smoother, I’m up for it. If we did, I would suggest later in the month

that way we can actually have the bills in hand so that they can be signed and taken to

the village.

● Patti said she’s leaning toward opening the library to patrons. I’m up for it! It would be

limited occupancy. I was thinking maybe I could make a sign or something on the door to

indicate when you needed to wait to enter. I feel that would be the easiest way to

monitor the traffic. I can’t imagine it would be too overwhelming! I reached out to other

Tioga County libraries who are open. Candor has been open for several months and

have had no issues with people obeying the rules. Patrons enter with a mask, use hand

sanitizer, and then browse/use the computer. Same with Berkshire. They both said that

they wipe down computers after they’ve been used. Other than that, they sanitize, wipe

down counters, etc at the end of the day. Not between every patron. Also, Berkshire has

a bin where patrons put materials they’ve handled, they’re set aside for a few days and

then wiped down and reshelved. Candor has stopped doing this since their patrons are

sanitizing their hands upon arrival, they feel that’s enough. Do we need a policy in place

in order to be open? I’ll look into other libraries’ policies today to see what they have. If

we did open up - would we increase hours? Need Irene? Carol? Thoughts?

● Let’s meet Katie Sack, our potential new board member!

● With having Katie coming aboard, Bonnie being rather new still, and me being new still

(I’ve learned so much but still have a lot more to learn!!!) would we want to have a

meeting with Sarah (or other FLLS staff) to go over what board members do, what the

director does, etc? I had a conversation recently with a board member of the Ulysses

Philomathic Library in Trumansburg about our Rosen Grant application and what I could

do to ensure we continue to receive their funds, and it made me realize how much more

I have to learn about my role as director and how the director and board all work

together! I know this year has been tricky and my main focus has been supplying our

patrons with books. I haven’t really had time to think about a 2 yr plan or 5 yr plan! I’m

sure we’ll be getting into all of that because the minimum standards are changing this

year and we need to be up to date with those!