

Tuckahoe Public Library Board of Trustees Minutes

Thursday, February 13, 2020

Call to Order: 6:30 pm

In Attendance: Ginger Crosby, Elaine Garry, Julie Gurdin, Leslie Rohr, Mimi Sanchez, Swadesh Pachnanda (Director),

Friends of the Library Report

- Email address lists are being consolidated for the membership drive mailing.
- Valentine's Day will be "Love Your Library Day" to encourage new library membership, Friends membership and donations. There will be a table from 11- 4 with promotional materials and a survey about library services.
- The holiday basket brought in \$185.
- There was a Facebook donation of \$596.
- The Friends bank account has a balance of \$40,046.74. Certificates of Deposit will be purchased to increase earnings.

President's Report

- Minutes: Mimi motioned to approve the January minutes; 2nd by Leslie; all in favor.
- February Vouchers: \$22,932.91; Trust & Agency: \$917.49
- Election of Board members: Ginger and Elaine will remain in their respective positions as President and Secretary, Julie will assume the role of Vice President and Leslie will be the Treasurer.

Director's Report

- Financial statistics: Swadesh reviewed with the Board the general ledger, expense and revenue control reports.
- Building: the memorial bricks for the reading garden have been installed.
- Grants: Swadesh asked for \$25K from the Community Fund. Evaluators from the Fund came to the library and met with Swadesh, Elaine P. and Kaity.
- Budget: Swadesh reviewed the projected FY 2019-2020 budget numbers and the preliminary 2020-2021 numbers. The budget meeting with David Burke will be next week.
- WLS Updates: Evergreen circulation statistics are not accurate. The data capture issues will be discussed at the next WLS meeting.

- Strategic Plan: Julie reported that the meeting with the community was very successful. She will go over the results with Swadesh to update the SWOT.
- Policies:
 - The Board agreed that the library should use the same sexual harassment policy that the Village uses.
 - The Board voted to change the attendance policy to match that of the Village: an attendance bonus of \$500 will be awarded to eligible employees with no absences during a full calendar year; \$250 for no more than 3 absences. The policy applies to full-time employees who have been continuously employed for a full year. Motion to approve by Ginger; 2nd by Julie; all in favor.
- Staffing: the Staff Assistant's hours will be increased by 10 hours per week.
- Annual Report is due February 26.

Upcoming Events: See calendar

Elaine motioned to adjourn at 7:45 pm; 2nd by Julie; all in favor.

Submitted by Elaine Garry