

LaFayette Public Library
Board of Trustees Minutes
September 21, 2021 (via Zoom)

Present: David Prince, Michele Combs, Ruthanne Shute, Daphne Reyburn, Mike Force, Wendy Moltion, Donna Knapp, and Library Director (for nine more days!) Scott Kushner.

Secretary's report: The minutes from the last meeting were approved as circulated.

Treasurer's report: Mike reported on balances in all three accounts.

Director's report: Scott Kushner presented the Director's Report, including how hours will be covered in the interim between his retirement and new director starting. Amber will not be returning after she goes out on maternity leave.

Old Business Resolved:

- None

Old Business Needing Continued Action:

- Dishwasher installation – Original plan was to have done at same time as wiring for new countertop, which has been delayed. Board recommends sticking with original plan and wait to do at same time. Dave will follow up with the town to see if we can have a repurposed one.
- Community room policy – Board members suggested a few edits; Dave will revise and resend
- Library sick time and maternity leave policies – Need to ensure that the Library handbook aligns with Town/State, or remove this section and simply reference Town/State provisions
- Circ desk update - Scott to find out whether countertop can be done ahead of time; if not, how long it will take once the structure is in. Need a plan for temporary desk in the interim.
- Nametags – Scott suggested getting nametags for staff, volunteers. Michele to find out who did SU's nametags.
- Board voted to permanently change regular meeting date to third Tuesday of each month. Scott to notify OCPL, update website. Need to review bylaws to see if change is needed there.

New Business

- Donation from Bea Salladin. Scott has already sent thank-you note.
- Library handbook needs to be reviewed/updated to ensure it's in compliance with Town/State regulations or references them as appropriate. Dave to speak with Town attorney regarding what the Handbook can/can't and should/shouldn't cover.
- MOU – Scott to provide (a) missing spreadsheet referenced in Appendix B; (b) missing percentage number on page 4.
- Budget – Complete, including a 50c per hour raise (towards NY minimum wage increase) and reduction in estimated fines. Dave to meet with Town Board tomorrow to present it.
- Director position – Three candidates interviewed via Zoom. Michele to set up Zoom calls with references for first-choice candidate.

- Scott's last day is 9/29. After that date he will continue on an as-needed basis, at an hourly rate based on his annual salary, until the new director is in place. Following that, Scott will provide up to 10 days total consultation time at that same rate, to be used as the new director and Scott see fit.

Next meeting – Oct 19 via Zoom.

Respectfully submitted,

Michele Combs, Secretary