

Wood Library Association
Regular Meeting of the Board of Trustees
Monday December 21st, 2020

The regular meeting of the Board of Trustees was held online through GoToMeeting on Monday, December 21, 2020. The meeting was presided over by President Laurie Riedman, who called the meeting to order at 5:03 pm.

Trustees Present: Laurie Riedman, Erin Van Damme, Heather Whiting, Jill Werth, Sue O'Connor, Leslie Mast, Marilyn Cushman, Deb Gregory

Trustees Absent: Kathy Shay (excused), John Goodwin (absent)

Also Present: Jenny Goodemote (Executive Director), Maria Bucci, (Development Specialist), Cyndi Fordham (recording secretary), Mary Ferris (Children's Librarian), Alexis Lawrence (Adult Librarian) and Katie Smith (Teen Librarian), Stephanie Toomey (Volunteer Coordinator & Social Media)

Community Comments: None

Consent Agenda:

Ms Riedman requested approval for the Consent Agenda. ***Ms Van Damme motioned to approve the Consent Agenda and Ms Whiting seconded.***

Library Staff Members:

Ms Goodemote stated how proud she was of all the staff's efforts in completely reimagining the library in order to meet patron needs during these unprecedented times.

Ms Ferris, Ms Lawrence and Ms Smith highlighted the many ways they modified library programs to a virtual format during the COVID shutdown and state restrictions. Each librarian found new ways to engage with the community.

Old Business:

- **Proposed 2021 Slate of Officers: Deb Gregory**
 - President: Jill Werth
 - Vice President: Leslie Mast
 - Treasurer: Sue O'Connor
 - Secretary: Kathy Shay
- **Trustee Appointment: Deb Gregory**
 - Ms Gregory submitted Andrew Thomas's application for appointment for the open 1-year vacancy.
 - ***Ms Cushman motioned to appoint Andrew Thomas for a 1 year open board seat, starting January 2021 – January 2022. Ms Werth seconded and the motion unanimously passed.***
 - New Trustee Mentors:

- Dave Plante: Sue O'Connor (mentor)
 - Jill Ehrlinger: Leslie Mast (mentor)
 - Andy Thomas: Heather Whiting (mentor)
- **Annual Meeting: Jenny Goodemote**
 - 3 trustees who will be up for renewal and voted on at the annual meeting:
 - Deb Gregory
 - Sue O'Connor
 - Heather Whiting
 - The vote will be held via email. Requests for an email or paper ballot must be made prior to the meeting.
- **Governance Committee: Marilyn Cushman**

RESOLUTION

A Resolution of the Board of Trustees of the Wood Library Association, City of Canandaigua, County of Ontario, State of New York:

WHEREAS, the Wood Library Association is subject to a number of policies previously approved by the Board and requiring periodic review;

WHEREAS, the Governance Committee has reviewed and recommended revisions to certain policies for approval by the Board; and

WHEREAS, the Board deems it appropriate and in the best interest of the Wood Library Association to amend said policies,

NOW, THEREFORE, at a duly called meeting of the Library's Board of Trustees, on a motion made by Ms Cushman, and seconded by Ms O'Connor, it was

RESOLVED that the following policies are amended in their entirety in the form presented at this meeting.

- ***Sick Time (Employee Handbook section 8.2 Paid Time Off, B. Sick Time)***
- ***Trustees Code of Ethics Policy***

RESOLUTION

A Resolution of the Board of Trustees of the Wood Library Association, City of Canandaigua, County of Ontario, State of New York:

WHEREAS, the Governance Committee has reviewed and recommended new policies for approval by the Board; and

WHEREAS, the Board deems it appropriate and in the best interest of the Wood Library Association to adopt said policies,

NOW, THEREFORE, at a duly called meeting of the Library's Board of Trustees, on a motion made by Ms Cushman, and seconded by Ms Whiting, it was

RESOLVED that the Board adopts the following recommended policies in the form presented at this meeting.

- ***Emergency & Disaster Policy***
- ***Open Meeting Policy***
- ***Petty Cash Policy***

- **Capital Budget: Jenny Goodemote**
 - Ms Goodemote highlighted items on the submitted budget.
 - ***Ms O'Connor motioned to approve the Capital Budget as submitted. Ms Gregory seconded and the Capital Budget was unanimously approved.***

Executive Session: Laurie Riedman

- ***At 6:08 pm, Ms. Riedman motioned to move in to Executive Session for the discussion of personnel matters. Ms. O'Connor seconded and the Board moved in to Executive Session.***
- ***At 6:20 pm, Ms Van Damme motioned to leave Executive Session. Ms Mast seconded and the Board left Executive Session.***

- **Personnel Issues: Laurie Riedman**

Motion 1: To approve a salary increase for the Executive Director for the year 2021

***Motion by Laurie Riedman.
Second by Suzanne O'Connor.
All present voted yes.
Passes unanimously.***

Motion 2: To approve a one-time bonus for the Executive Director due to exceptional circumstances

***Motion by Heather Whiting.
Second by Leslie Mast.
Third by Erin Van Damme.***

***All present voted yes.
Passes unanimously.***

Contact Ms Bucci to schedule a time to make "Thank You" calls.

Ms Riedman adjourned the meeting at 6:28 pm.

The Annual Meeting of the Board of Trustees will be held on January 25th 2021, at 5:00 pm, via GoToMeeting. The next Board of Trustees Regular Meeting will follow the Annual Meeting on Monday, January 25th.

Minutes taken by Cyndi Fordham, recording secretary.