

Phoenicia Library Board of Trustees

Minutes from Library Board Meeting on November 18, 2021 (via Zoom)

Minutes prepared by Bethia Waterman

Present: Bernard Handzel, Bethia Waterman, Jennifer Montalbano, Rebecca Frank, Trustees, community member, Sandy Hyun, and Director Liz Potter

Bernie called the meeting to order at 6.35 pm.

Motion to approve agenda by Bernie seconded by Becca. All in favor.

Motion to approve minutes by Bernie seconded by Becca. All in favor.

Action items: as described in the Director's Report.

*Change in Bylaws - Bernie made a motion, seconded by Becca, to increase the number of Trustees from 5 to 6. A quorum will be 4 trustees. All in favor. [Sandy Hyun exited the meeting.]

*Addition to the Board - On a motion by Bethia seconded by Becca, the Board voted unanimously to elect Sandy Hyun to the Board of Trustees. [Sandy returned to the meeting.]

*NYS Direct Free Access Plan was approved on a motion by Bethia, seconded by Sandy. All in favor.

*Francesca Warnes short-term disability ad hoc plan. For the next six months, or as long as she is unable to work and receiving short-term disability, the Library will pay her full wages, approximately \$1000 month, and the Library will receive her disability payment. The plan was approved on a motion by Bernie, seconded by Sandy.

*Staff year-end bonus and retroactive cola (6%) was approved on a motion by Betha seconded by Jen.

*Staff appointment – Cole Parker was appointed a part-time employee on a motion by Bernie seconded by Becca.

Treasurer's Report –

Status of Key Bank money – Bernie will transfer \$37,000 from Key Bank to USB.

Old Business

Two board members need to complete sexual harassment training.

Successful completion of 414 campaign.

New Business: none

Public Comment – none

Next meeting date: December 16, 2021 at 6.30 pm.

The meeting was adjourned at 7.20 pm on a motion by Bernie seconded by Sandy.