

Perry Public Library
Board of Trustees Regular Meeting
October 4, 2021

Attendance: Bethany Zerbe (President), Angel Lowery (Treasurer), Stacey Muolo, Sandy Lawrence, Barb Glenn, Jessica DeMarte (interim Director), David Shearing @7:01pm, Lorie Ames @7:06pm

President Bethany Zerbe called the meeting to order at 7:00PM with the Pledge to the Flag.

Consideration of the Agenda and Conflict of Interest: interim Director DeMarte asked that the Taylor Fund be added to the agenda. President Zerbe asked that an Executive Session be added to the agenda.

Public Comment: None

Bethany Zerbe made a motion to approve the September 13, 2021 minutes with the following change : “Revitalization Grant” will now read “Downtown Revitalization Initiative Grant”. David Shearing seconded. The following people voted in favor: Bethany Zerbe, Priscilla Popp, Lorie Ames, Barb Glenn, and David Shearing. Sandy Lawrence and Stacey Muolo abstained.

David Shearing made a motion to approve the Account Payable Voucher. Priscilla Popp seconded. The motion passed unanimously.

Priscilla Popp made a motion to approve the Capital Account Payable Voucher. Barb Glenn seconded. The motion passed unanimously.

Director’s Report. The Director’s report was reviewed. Highlights : The sorting of the Clark Rice collection has resumed. The fireplace insert has been installed. Interim Director DeMarte has attended many meetings and worked on outreach throughout the community. She is continuing to work on quotes for parking lot sealing and electrical work. Programs for October are in place.

Committee Reports:

Policy:

Bethany Zerbe made a motion to approve the Policy Committee minutes of 9/21/21 as read. Sandy Lawrence seconded. The motion passed unanimously.

The policy committee submitted 5 policies that had been reviewed or updated for approved.

Bethany Zerbe made a motion to approve the AUDIT & REVIEW POLICY as written. David Shearing seconded. The motion passed unanimously.

Barb Glenn made a motion to approve the BIDDING & PROCUREMENT POLICY as written. Priscilla Popp seconded. The motion passed unanimously.

Lorie Ames made a motion to approve the BUDGETING & SPENDING POLICY as written. Stacie Muolo seconded. The motion passed unanimously.

Bethany Zerbe made a motion to approve the CREDIT CARD POLICY as written. Barb Glenn seconded. The motion passed unanimously.

The PANDEMIC RESPONSE POLICY was submitted with no changes.

The MASK WEARING PROCEDURE was submitted. No vote was required.

Interim Director DeMarte submitted a n INVESTMENT POLICY. Lorie Ames made a motion to approve the INVESTMENT POLICY. Stacey Muolo seconded. The motion passed unanimously.

Building & Budget:

Priscilla Popp made a motion to approve the Budget & Building Committee minutes of 9/23/21 as read. Bethany Zerbe seconded. The motion passed unanimously.

The Budget Committee submitted the following motion: The Taylor Funds held in savings at M&T at an interest rate of .03 will be moved to The Bank of Castile to a CD at an interest rate of .07 for a period of 6 months. The motion passed unanimously.

Stacee Muolo made a motion at 7:56 PM to move to Executive Session to discuss the appointment of a new Director. David Shearing seconded. The motion passed unanimously.

David Shearing made a motion to return from Executive Session at 8:28 PM. Priscilla Popp seconded.

Bethany Zerbe made a motion to hire Jessica DeMarte as the new Director at \$48,750.00 with benefits as posted. Barb Glenn seconded. The motion passed unanimously.

New Business:

Heilbronner Donation: The best use of a donation from the Heilbronner family was discussed.

Local newspapers: It was reviewed that the donation of local newspapers and other material to the Wyoming County Historical Society had been previously approved.

Interim Director DeMarte will gather information to post a job opening for a Children's Librarian.

Review of Committee assignments:

Development Committee: Barb Glenn, Sandy Lawrence, Stacee Muolo (chair)

Policy Committee: Barb Glenn, Stacee Muolo, Sandy Lawrence (chair)

Building Committee: Priscilla Popp, Lorie Ames, David Shearing (chair)

Budget Committee: David Shearing, Priscilla Popp, Lorie Ames (chair)

Dates: October 14, 2021 @ 5:00 PM Open House Committee

October 18, 2021 System Trustee Elections (Virtual)

October 19, 2021 Trustee Book Club webinar: Duties & Responsibilities

November 1, 2021 OPEN HOUSE for new DIRECTOR from 4:00 – 6:00 PM

November 1, 2021 Board of Trustees Regular Meeting @7:00 PM

Respectfully submitted,
Barb Glenn, Secretary