

Perry Public Library  
Board of Trustees  
Regular Meeting  
& Annual Meeting  
July 10, 2023

Attendance: Stacey Muolo, Angel Lowery (treasurer), Jessica DeMarte (Director), Barb Glenn, Bethany Zerbe (President), David Shearing, Virginia Winter (7:02 PM), Sandy Lawrence (7:02 PM), Lorie Ames (7:24 PM)

President Bethany Zerbe called the meeting to order at 7:01 PM with the Pledge to the Flag.

Consideration of the Agenda and Conflict of Interest: Director DeMarte requested that the job creation of Library Cleaner & Groundkeeper (Civil Service Laborer) be added to the Agenda.

Public Comment: None

The ANNUAL MEETING was called to order at 7:05 PM.

Sandy Lawrence presented a slate of officers for the year beginning July 10, 2023.

President: Stacey Muolo  
Vice President: Bethany Zerbe  
Treasurer: Angel Lowery  
Secretary: Barb Glenn

David Shearing made a motion to close the nominations. Virginia Winter seconded. The Secretary (Barb Glenn) cast one ballot for the Slate of Officers prepared by Sandy Lawrence.

Stacey Muolo made a motion to appoint Tompkins Trust and M&T as the Official Banks for the Perry Public Library. Bethany Zerbe seconded. The motion passed unanimously.

Sandy Lawrence made a motion to appoint the Perry Herald and the Daily News as the Official Publications of the Perry Public Library. David Shearing seconded. The motion passed unanimously.

Committee Appointments for the year are as follows:

**Policy / Development:**

Bethany Zerbe  
Sandy Lawrence  
Virginia Winter

**Building / Budget**

David Shearing

Barb Glenn  
Lorie Ames

David Shearing made a motion to adjourn the ANNUAL MEETING at 7:14 PM.  
The Regular Meeting resumed at 7:14 PM

Virginia Winter made a motion to approve the June 5, 2023 minutes. David Shearing seconded.  
The motion passed unanimously.

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

The YTD Budget: refer to the Budget Committee report.

#### Director's Report:

Director DeMarte has continued to work through the requirements for the Downtown Revitalization Initiative. Building maintenance efforts continue as leaks are discovered. The downstairs bathroom is complete. We are waiting for the roof and ramp repairs. Summer reading program is up and running. Lunches are being increased from 25 to 35 due to extra interest.

#### Youth Services Librarian:

Summer reading registrations are 102. Other programs have been generating greater attendance. There is more foot traffic from all age groups. There have been adults using the children's room for meeting spaces; highlighting the need for more space for community use.

#### Committees:

The Budget Committee made a motion to present a revised budget for 2023 to the Board as we are halfway through the budget year. Sandy Lawrence seconded. The motion passed unanimously.

Barb Glenn made a motion to approve the mortgage application at Tompkins Trust. The amount being \$500,000.00 for a term of 10 years. The Board of Trustees designates Director Jessica DeMarte as the authorized person to sign agreements and execute documents. The Board of Trustees also authorizes the pledge of the Library Building and contents as collateral for this mortgage. Stacey Muolo seconded this motion. The motion passed unanimously.

#### Development and Policy Committee:

Sandy Lawrence made a motion to approve the Sexual Harassment Policy (as part-of the Employee Handbook). Virginia Winter seconded. The motion passed unanimously.

The policy committee submitted for approval two reviewed policies for: (1) Program and (2) Patron Conduct. Virginia Winter seconded. The motion passed unanimously.

The Development Committee made a motion to approve the hourly rate of \$16.00 for Sarah Emerson. Lorie Ames seconded. The motion passed unanimously.

Old Business: All members of the Board are required to complete Sexual Harassment Training. The DRI Application is due July 21, 2023. Director DeMarte is working with CPL Architecture to complete the application.

New Business: Stacey Muolo made a motion to approve a new position: Library Cleaner & Groundkeeper (Civil Service Laborer). Lorie Ames seconded. The motion passed unanimously.

The Board agreed to hold a Public Hearing for the DRI on July 19<sup>th</sup> at 7:00 PM

David Shearing moved to adjourn at 8:16 PM.

Dates:

Monday July 17<sup>th</sup> @ 5:00 PM- Budgeting Q&A with Ron & Kelly (Virtual).

Wednesday July 19<sup>th</sup> @ 7:00 PM Public Hearing at The Library for DRI

Monday August 7<sup>th</sup> @ 5:00 PM- Patron Privacy & Access Policies (Hybrid)

Monday August 7<sup>th</sup> @ 7:00 PM- August Board Meeting

Tuesday August 15<sup>th</sup> @ 5:00 PM – Trustee Handbook Book Club - Strategic Planning (Virtual)

Respectfully submitted,  
Barb Glenn, Secretary