

PERRY PUBLIC LIBRARY

70 N. Main Street

Perry, New York 14530

PHONE (585) 237-2243 FAX (585) 237-2008

Jessica N. DeMarte, Director

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WEBSITE perry.owwl.org

E-MAIL: jdemarte@owwl.org



Development & Policy Committee Minutes February 22, 2024

In attendance: Stacey Muolo, Bethany Zerbe, Sandy Lawrence, Jessica DeMarte (Director). Virginia Winter arrived at 6:07pm.

The meeting was called to order at 6:01 pm.

The committee reviewed the updates to the 2024 Employee Handbook. **Bethany made a motion to approve the 2024 Employee Handbook and Sandy was the second.**

Next, the committee looked at the new Pest Management Policy. A suggestion was made to procure ziptop bags and have them in place in case the policy needs to be implemented. **Stacey made a motion to approve the Pest Management Policy and Bethany was the second.**

The committee reviewed the Schedule of Policy Reviews, and will plan to review all the financial related policies in 2024, to help space out the many policies that are up for review in 2026 & 2027, based on the best practice of reviewing policies every 5 years.

After brief discussion, **Bethany made a motion to approve the appointment of Briana Coogan-Bassett to Library Assistant, retroactive to January 28th at a pay rate of \$17.28 per hour.**

The committee also discussed the three trustee positions that will be up for election this year. Incumbents Stacey Muolo and Dave Shearing are planning to run again.

The meeting was adjourned at 6:38 pm.

Respectfully submitted,
Jessica DeMarte.