

## RUSH PUBLIC LIBRARY BOARD OF TRUSTEES

### Meeting Minutes

March 17, 2020

**ATTENDANCE: Trustees:**, Sharon Mason, Karin Kirk, Hal Carter, Cindy Raymond, Julia Lederman

**Trustees Absent:** Becky Herman, Steven Neumaier

**Others Present:** Kirsten Flass, Director; Letty Laskowski, Treasurer

**Others Absent:** Rita McCarthy; Town Board Liaison

Due to the Covid-19 virus and physical distancing requirement, an online meeting via ZOOM was brought to order by H. Carter in B. Herman's absence. The February 18 meeting was canceled due to low attendance.

**APPROVAL OF MINUTES:** On motion by K. Kirk, seconded by H. Carter, the Board Meeting Minutes of 1/21/20 were unanimously approved. Next meeting is on 4/21/20.

**TREASURER'S REPORT:** L. Laskowski reviewed the February Bank Account Registers. K. Kirk will inquire about \$29.74 M&T Bank Service Charge that was in question. On motion by J. Lederman, seconded by K. Kirk, the treasurer's report was unanimously approved.

**FRIENDS OF THE LIBRARY REPORT:** No report

#### OLD BUSINESS:

**Annual Appeal:** To date, the library received 99 donations totaling \$5,315. All thank you letters were sent. K. Flass presented a comparison of the 2018 and 2019 appeals. 2019 made \$200 more with 20 more responses (donations). There is now a Donation button on the Rush library website where patrons can choose any amount, include a note and their address for an acknowledgment letter.

**Executive Session:** On motion by H. Carter, seconded by J. Lederman, the Board entered executive session at 7:25 pm to discuss a personnel issue. On motion by H. Carter, seconded by J. Lederman, the executive session ended at 7:29.

#### NEW BUSINESS:

**Covid-19:** In compliance with the recommendations from government and health officials regarding Covid-19, all branches of the MLCS closed on March 16 until further notice. All materials borrowed will now be due on May 18, 2020. Holds will be filled in order when library re-opens. Rush library will continue to receive deliveries. Rush library staff will work from home and will continue to be paid. K. Flass is tracking all expenses as there may be government aide programs due to the pandemic.

**DIRECTOR'S REPORT:** K. Flass presented the monthly Director's report. On motion by K. Kirk, seconded by C. Raymond, the Director's Report, including vouchers #29-42 totaling \$4510.38, was accepted and unanimously approved. Supervisor Kusse is working on RFP process for a new roof. Project cannot start until after September if town plans to apply for NYS construction grant. A temporary repair above the library picture window will probably need to happen before that. Awning construction grant was received and deposited into checking account. No update on tote bags.

**Policy Handbook Committee:** B. Herman, H. Carter, J. Lederman, and K. Flass plan to resume potential handbook revisions; meeting to be determined.

**Director's Evaluation:** The Director's evaluation approval is rescheduled to the April meeting.

**TOWN BOARD LIAISON REPORT:** No report.

**ADJOURNMENT:** The meeting was adjourned on motion by H. Carter, seconded by K. Kirk.

Respectfully submitted, Cindy Raymond, Library Board Secretary