



**Your Home Public Library
Board of Trustees Meeting Minutes
March 9th, 2021
YHPL Basement Meeting Room**

The meeting of the Board of Trustees was held in the Dining Room on Tuesday, March 9th, 2021. The meeting was presided over by Board President Diane Bartlow who called the meeting to order at 5:30 p.m.

Trustees present: Diane Bartlow, Wendy Feal, David Gougen, Sarah Maximiek, Bob Reynolds and Barbara Hill

Trustees absent: None

Also present: Ben Lainhart (Director)

Visitors: None

Approval of Minutes: Meeting minutes from February 8th were motioned for approval by B. Reynolds and seconded by W. Feal

Communication/ Correspondence: None.

Claims and Budget: B. Hill motioned to approve claims and budget. D. Bartlow seconded. D. Bartlow, B. Hill, W. Feal, D. Gougen, S. Maximiek, B. Reynolds all in favor

The final expenditure report will be available in a few weeks, due to COVID, we will be underspent.

Presidents Report: None.

Library Directors Report: Report submitted to the Board. New door counters have been installed to much success and joy. During the installation, Chip and Ben ran a few more cables to update the routers, etc. Completed the Annual Report. Upcoming meeting with Endicott Library to talk about summer programming and newsletter.

Committee Reports: None

Old Business:

- **Ad-hoc dining room committee:** nothing right now
- **Front porch:** Ben needs to check if we need new quotes, will getting work done this year
- **Lease -** Ben needs to talk to Mayor Deemie
- **NYS Chapter 168 update/ Pandemic Plan –** how do we address non-essential employees? We need to update our policies. We will do this at our April meeting.

The lawyer (Ellen) responded back with updates. B. Reynolds moves to accept the proposed plan. D. Gougen seconded. All in favor.

New Business:

- D. Gougen moved to accept the updated records retention policy from Four Counties (it applies to all Four County libraries); D. Bartlow seconded. All approved.
- Annual report: B. Reynolds moves to approve, D. Bartlow seconded. All approved.
- Pandemic closing guidelines: Due to changing guidance from the state, the threshold for when YHPL may close due to case positivity has changed. All 4 County Libraries are following the same guidelines.

Adjournment: S. Maximiek motioned to adjourn the meeting of YHPL's Board of Trustees and was seconded by B. Hill. The meeting was unanimously adjourned at 6:23 pm. The next regular meeting of the Board of Trustees will be held on Tuesday, April 13, 2021 at 5:30 p.m.

Board Minutes respectfully submitted by S. Maximiek 4/11/21