

uesday, December 8, 2020

The December meeting of the WPL was called to order at 6:02 by President Travis Jones. Present were Trustees, Deborah Gillen, Travis Jones, Lynda Wick, Janice Kelsey. Also present were Library Director Lisa Gricius , Town Board Liaison, Shani Jones, and guest, Jerry Jones. Absent: Sally Smith

A motion was made by Deborah Gillen to approve and waive the reading of the November 10, 2020 minutes. Lynda Wick seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

There was no Board correspondence.

Finance

Travis Jones motioned to transfer from: L7410.4A Acquisitions \$5,993.00

Transfer to: L7410.4L Library Const. \$1,586.00

L7410.4P Programs \$2,777.00

L7410.4PU Publicity \$ 160.00

L7410.4S Supplies \$1,470.00

Total \$5,993.00

Deborah Gillen seconded the motion.

Ayes: 4 Noes: 0 Absent:1 Motion carried.

Janice Kelsey motioned to approve the audited vouchers #182-195 totalling \$7858.57. Lynda Wick seconded the motion.

Ayes: 4 Noes:0 Absent:1 Motion carried.

New Business

None

Janice Kelsey motioned to adjourn. Meeting adjourned at 6:27.

Tuesday, November 10 2020

The November meeting of the WPL was called to order at 6:00 p.m. by President, Travis Jones. Present were Trustees, Deborah Gillen, Sally Smith, Travis Jones, Lynda Wick. Also present were

Library Director, Lisa Gricius and Town Board Liaison, Shani Jones. Absent: Trustee, Janice Kelsey

A motion was made by Sally Smith to waive the reading and approve the October, 2020 minutes. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

There was no Board correspondence.

Finance

Deborah Gillen motioned to transfer \$18,907.60 from the Fund Balance to Equipment L.2 for Harding Invoice #36436. Sally Smith seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Travis Jones motioned that we approve the audited vouchers #166-181 totaling \$31,266.45.

Lynda Wick seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Travis Jones moved that we approve the 2021 Library budget in the amount of \$247,415.00

Lynda Wick seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

New Business

Deborah Gillen moved we approve the Pandemic Response Plan. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Travis Jones motioned that we approve the 2021 Holiday closing schedule. Lynda Wick seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Library Updates

Lisa Gricius brought us up to date on the Library improvements by MRB.

Sally Smith motioned to adjourn at 6:37.

Respectfully submitted,
Deborah Gillen

Tuesday, October 13, 2020

The October meeting of the WPL was called to order at 6:00 p.m. by president, Travis Jones. Present were Trustees, Deborah Gillen, Sally Smith, Travis Jones, Janice Kelsey, Lynda Wick. Also present were Library Director, Lisa Gricius and Town Board liaison, Shani Jones.

A motion was made by Janice Kelsey to waive the reading and approve the September, 2020 minutes. Travis Jones seconded the motion.

Ayes:4 Noes: 0 Absent: 1 (Lynda Wick arrived late due to work) Motion carried.

There was no Board correspondence.

Finance

Sally Smith moved that we approve the audited vouchers #148-165 in the amount of \$23,409.29. Deborah Gillen seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried

New Business

Deborah Gillen moved that we approve the following new policies (see attached):

Whistleblower Policy

Social Media Policy

Programming Policy

Records Retention Policy

Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent:1 Motion carried

Library Updates

Lisa Gricius reports that MRB has been out to the library and plans for the renovations are moving forward.

Lynda Wick motioned to adjourn at 6:43 p.m.

Respectfully submitted,

Deborah Gillen

Tuesday, September 8, 2020

The September meeting of the WPL was called to order at 6:04 p.m. by president, Travis Jones. Present were Trustees, Deborah Gillen, Sally Smith, Travis Jones, Janice Kelsey. Also present were Library Director Lisa Gricius and Town Board liaison, Shani Jones. Absent: Lynda Wick.

A motion was made by Travis Jones to waive the reading and approve the August, 2020 minutes. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

There was no Board correspondence.

Finance

Janice Kelsey made a motion to approve the audited vouchers # 135-147 in the amount of \$3789.89. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

New Business

Travis Jones made a motion to approve MRB group's proposal for professional services for the next phase of interior renovations. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Sally Smith motioned to adjourn at 6:55 p.m.

Respectfully submitted,

Deborah Gillen

Tuesday, August 11, 2020

The August meeting of the WPL was called to order at 6:07 pm by president, Travis Jones. Present were Trustees: Deborah Gillen, Sally Smith, Travis Jones, Janice Kelsey. Also present were Library Director, Lisa Gricius and Town Board liaison, Shani Jones. Absent: Lynda Wick.

A motion was made by Janice Kelsey to waive the reading and accept the July 2020 minutes. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried

There was no board correspondence.

Finance

Sally Smith made a motion to approve the audited vouchers #119-134 in the amount to \$11,296.05. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried

The board discussed the 2021 budget plan.

New Business

Deborah Gillen made a motion to approve and adopt the application for ASSURANCES: State Aid for Library Construction Program. Travis Jones seconded the motion.

Ayes: 4 Noes:0 Absent:1 Motion carried

Travis Jones informed us that our structural improvement process will be delayed as the structural engineer quit and the company is searching for a replacement.

Deborah Gillen motioned to adjourn. The meeting was adjourned at 6:42.

Respectfully submitted,

Deborah Gillen

Tuesday, July 14, 2020

The July, 2020 meeting of the WPL was called to order at 7:42 p.m. by President Travis Jones. Present were trustees: Deborah Gillen, Sally Smith, Travis Jones, Lynda Wick, Janice Kelsey. Also present were Library Director, Lisa Gricius and Town Board liaison, Shani Jones.

A motion was made by Lynda Wick to waive the reading and accept the June 2020 minutes. Travis Jones seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

Board correspondence: Lisa Gricius reported that PLS approved our application to apply for a NYS Construction Grant which would cover 75% of the HVAC repair/replacement expense if received.

Travis Jones made a motion to approve the audited vouchers #99-118 in the amount of \$7,100.96. Sally Jones seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

Deborah Gillen made a motion to approve the line item transfers, Lynda Wick seconded the motion. The items are as follows:

Transfer from Unexpended Balance \$1214.00

Transfer to

L7410.4O Overdrive \$1000.00

L7410.4PU Publicity \$111.00

L9055.8 Disability \$103.00

Total transferred \$1214.00

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

The board reviewed and had a preliminary discussion of the 2021 budget.

A motion was made by Deborah Gillen to dispose of several surplus items noted below:

Lawn Mower

Shelving unit, Board Room

2 pink and blue upholstered chairs

2 wooden, pink upholstered chairs

1 Red Pleather Chair

1 board room table

1 HP Laserjet 4500TN Printer

8 brown board room chairs

Travis Jones seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

Sally Smith motioned to adjourn. The meeting was adjourned at 8:43

Respectfully submitted,

Deborah Gillen

Tuesday, June 9, 2020

The June 9, 2020 meeting of the WPL Board of Trustees was called to order at 6:05 p.m. by President Travis Jones. Present were trustees: Sally Smith, Janice Kelsey, Travis Jones, Deborah Gillen o present were Library Director, Lisa Gricius, and town Board Liaison, Shani Jones.

A motion was made by Sally Smith to waive the reading and accept the May, 2020 minutes. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 (Lynda Wick had not arrived yet)

The Board received no correspondence this month

Janice Kelsey made a motion to approve the audited vouchers #85-98 in the amount of \$5611.87. Sally Smith seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 (Lynda Wick had not arrived yet)

New Business

A motion was made by Travis Jones to approve the following policies with a few minor revisions.:

-Contact Tracing Policy -Emergency Closings -Employee Health Screening Policy -PPE Policy

-Working Remotely. Deborah Gillen seconded the motion.

Ayes: 5 Noes:0 Absent: 0

The Board reviewed the reopening plans and was brought up-to-date on the HVAC system in need of repairs.

Sally Smith made a motion to adjourn at 7:13

Respectfully submitted,

Deborah Gillen

Tuesday, May 12, 2020

The May, 2020 meeting of the WPL Board of Trustees was called to order at 6:00 p.m. by President Travis Jones. Present were Trustees: Sally Smith, Janice Kelsey, Travis Jones, Deborah Gillen. Also present was Library Director, Lisa Gricius. Excused: Trustee Lynda Wick and Town liaison, Shani Jones.

A motion was made by Janice Kelsey to waive the reading and accept the March 10, and March 16, 2020 minutes. Deborah Gillen seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

The Board received no correspondence this month.

Janice Kelsey made a motion to approve audited vouchers # 57-73 in the amount of \$3417.04 and #74-84 in the amount of \$3436.15. Sally Smith seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Travis Jones made a motion to approve the following updated policies:

Code of Conduct

Safety Policy and Procedures

Children's Library Use

Computer, Internet and Wireless Use

Policy and Procedures Manual with above updated policies

Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 1 Motion carried.

Sally Smith made a motion to adjourn at 6:15.

Respectfully submitted,

Deborah Gillen, secretary

The Warsaw Public Library Board of Trustees Meeting scheduled for Tuesday, 4/14 has been canceled due to the current health crisis.

March 16, 2020

An emergency Board of Trustee meeting was called to order at 5:50 p.m. by president, Travis Jones. Present: Lisa Gricius, Library Director, Shani Jones, Town Board Liaison, Trustees: Janice Kelsey, Sally Smith, Lynda Wick and Deborah Gillen.

Due to the Corona Virus and the State of emergency currently in place, director, Lisa Gricius asked the Board of Directors to review and put in place the new policy regarding closing the library. (Extended Emergency Closures Policy) The policy was reviewed at the last Board meeting.

Deborah Gillen motioned to accept the policy as written, Lynda Wick seconded. (Policy attached).

Ayes: 5 Noes: 0 Absent: 0

The motion carried.

After discussing the ramification of closing vs. not closing the library it was decided that closing the library until further notice is the best and safest option to avoid possible spread of the COVID-19 (Corona Virus). The governor of New York has banned gatherings of more than 10 people in one place. The staff will continue to work including cleaning and other library related tasks.

Travis motioned that the library be closed until further notice. Janice Kelsey seconded it.

Ayes: 5 Noes: 0 Absent: 0

Travis Jones motioned that meeting be adjourned at 6:20.

Tuesday, March 10, 2020

The March, 2020 meeting of the WPL Board of Trustees was called to order at 6:05 p.m. by President Travis Jones. Present were trustees: Lynda Wick, Sally Smith, Janice Kelsey, Travis Jones, and Deborah Gillen. Also present were: Library Director, Lisa Gricius, and Town Board Liaison, Shani Jones.

A motion was made by Sally Smith to waive the reading and accept the February 2020 minutes. Lynda Wick seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

The board received no correspondence this month.

Sally Smith made a motion to approve audited vouchers #36-56 in the amount of \$10,809.36. Janice Kelsey seconded the motion.

Ayes: 5 Noes: 0 Absent :0 Motion carried.

A motion was made by Travis Jones to accept Resolution No. 20-01, Warsaw Public Library School District Vote, Tax Cap Override for adopted 2020 Budget, previously approved. Deborah Gillen seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

A motion was made by Lynda Wick to transfer \$500.00 Friends Conference Gift from Gifts line to Conference line. Travis Jones seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

A motion was made by Travis Jones to transfer \$5000.00 Conable Family Foundation Gift from Gifts Line to Contractual Line. Janice Kelsey seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

A motion was made by Travis Jones to accept the 2019 Annual Report by the Library Board. Deborah Gillen seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried.

There was no unfinished business.

New Business: The Board reviewed the Library policies: Code of Conduct, Safety, Children's Library Use, Computer, Internet and Wireless Use, Extended Emergency Closure.

Library Updates: Travis and Lisa will be meeting with MRB regarding the future layout of the library. Travis will get information about bonding from Town Supervisor, Becky Ryan.

A motion was made to adjourn the meeting at 6:57 by Sally Smith.

Tuesday, February 11, 2020

The February meeting of the WPL Board of Trustees was called to order at 6:02 p.m. by President Travis Jones. Present were trustees Travis Jones, Janice Kelsey, Sally Smith and Deborah Gillen. Also present were Lisa Gricius, Library Director, and Shani Jones, Town Board Liaison.

A motion was made by Deborah Gillen to waive the reading of the January 2020 minutes. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent 1 Motion carried.

The board received no correspondence this month.

Sally Smith made a motion to approve audited vouchers #16-35 in the amount of \$8,320.04. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent 1 Motion carried.

Unfinished Business: Deborah Gillen signed off that she had no conflicts of interest.

New business:

A proposal was made that the library be closed on Martin Luther King Jr. Day. The proposal was tabled.

The Code of Conduct/Banning Policy was discussed as there has been a library patron that has been a problem on several occasions. The board agreed with director, Lisa Gricius that the policy should be adhered to and the person should be banned at her discretion. The policy will need to be reviewed and rewritten in the future for better clarity.

Library Updates:

Lisa has had communication with MRB regarding the new circulation desk. The plans they sent, do not match up with the vision we have. Travis and Lisa will communicate with them soon to discuss.

Hardings Heating and Plumbing recently worked for 2 days on the Boiler as it was not working properly. We do have a service contract with them. It is in good working order now.

Trustee training will be mandatory in 2021. The current training courses are all quite some distance from us. We are hopeful there will be opportunities closer or on-line for us to fulfill any mandatory requirements.

Motion to adjourn Janice Kelsey at 7:15 p.m.

Tuesday, January 14, 2020

The January meeting of the WPL Board of Trustees was called to order by Travis Jones at 6:00 pm. Present were trustees Travis Jones, Janice Kelsey and Sally Smith. Also present were Lisa Gricius, Library Director and Shani Jones, Town Board Liaison. Absent were Deborah Gillen and Lynda Wick.

A motion was made by Travis Jones to Waive the reading of the December 2019 minutes. Janice Kelsey seconded the motion.

Ayes: 3 Noes: 0 Absent: 2 Motion carried

The Board received no correspondence this month.

Janice Kelsey made a motion to approve audited vouchers #242-246 and #1-15 in the amount of \$6,992.25. Travis Jones seconded the motion

Ayes: 3 Noes: 0 Absent: 2 Motion carried

There was no Unfinished Business.

New Business: Election of Officers

President: Travis Jones

Vice President: Janice Kelsey

Secretary – Travis Jones nominated Deborah Gillen and was Seconded by Sally Smith

Ayes: 3 Noes: 0 Absent: 2 Motion Carried

Conflict of Interest Sign-Off

Travis Jones, Janice Kelsey, Sally Smith

Those to still sign are Deborah Gillen, and Lynda Wick

Library Updates: None

Motion to Adjourn: Janice Kelsey at 6:45

Next Meeting will be on February 11, 2020 at 6:00