

Tuesday, December 14, 2021

The meeting of the WPL Board of Trustees was called to order by President Travis Jones at 6:06 p.m. In addition to Travis, present were Trustees: Deborah Gillen, Janice Kelsey, Peter Robinson, Town Liaison, Shani Jones, and Library Director, Lisa Gricius. Absent: Sally Smith

A motion was made by Peter Robinson to approve and waive the reading of the minutes from November 9, 2021. Janice Kelsey seconded the motion. Ayes: 4 Noes: 0 Absent: 1

A motion was made by Janice Kelsey to approve the audited vouchers #174-192 in the amount of \$7200.08. Travis Jones seconded the motion. Ayes: 4 Noes: 0 Absent: 1

A motion was made by Deborah Gillen to approve the following line transfers by and seconded by Travis Jones

Transfer to L7410.4F PLS Telecommunications \$177.00

To L7410.4G Programs \$893.00

To L74104L Telephone \$200.00

Total \$1270.00

Transfer from L7410.4D Contractual \$1270.00, total \$1270.00

Ayes: 4 Noes: 0 Absent: 1

There was no new or old business to discuss.

A motion was made by Travis Jones to adjourn the meeting at 6:26 p.m.

Tuesday, November 9, 2021

The meeting of the WPL Board of Trustees was called to order by President, Travis Jones at 6:05 p.m. In addition to Travis, present were Trustees: Janice Kelsey, Sally Smith, Peter Robinson, Deborah Gillen, Town Liaison, Shani Jones and Library Director, Lisa Gricius.

A motion was made by Peter Robinson to approve and waive the reading of the minutes from Tuesday, October 12, 2021. Travis Jones seconded the motion. Ayes: 5, Noes: 0, Absent: 0. Motion carried.

Sally Smith motioned to approve the audited vouchers #155-173 in the amount of \$6837.34. Janice seconded the motion. Ayes: 5, Noes: 0, Absent: 0. Motion carried.

A motion was made by Travis Jones and seconded by Deborah Gillen to approve the provisional appointment of Luke Conley to Librarian I. Ayes: 5, Noes: 0, Absent: 0. Motion carried.

There was no old business to discuss.

A motion was made by Travis Jones to adjourn the meeting at 6:35.

Respectfully submitted,

Deborah Gillen, Secretary

Tuesday, October 12, 2021

The meeting of the WPL Board of Trustees was called to order by President, Travis Jones at 6:08 p.m. In addition to Travis, present were Trustees: Deborah Gillen, Janice Kelsey, Peter Robison, Town Liaison, Shani Jones, and Library Director, Lisa Gricius. Absent: Sally Smith.

A motion was made by Peter Robinson and seconded by Travis Jones to approve and waive the reading of the September 14, 2021 minutes. 4 ayes, 0 noes, 1 absent.

A motion was made by Janice Kelsey and seconded by Deborah Gillen to approve the audited vouchers #136-154, total amount \$4425.86. 4 Ayes, 0 noes, 1 absent.

A motion was made by Travis Jones to approve the 2022 budget and seconded by Janice Kelsey. 4 ayes, 0 noes, 1 absent.

A motion was made by Travis Jones and seconded by Peter Robinson to approve the Strategic/Long Range Plan 2022-2026. 4 ayes, 0 noes, 1 absent.

A motion was made by Deborah Gillen and seconded by Janice Kelsey to create a New Job Title: Librarian (See New Position Duties Statement attached) 4 ayes, 0 noes, 1 absent.

A motion was made by Travis Jones and seconded by Peter Robinson to approve the 2022 Holiday schedule. 4 ayes, 0 noes, 1 absent.

A motion was made by to adjourn Travis Jones at 7:00 p.m.

Respectfully submitted,

Deborah Gillen, secretary

Tuesday, September 14, 2021

The meeting of the WPL Board of Trustees was called to order at 6:08 p.m. by President, Travis Jones. In addition to Travis, present were Trustees: Janice Kelsey, Peter Robinson, Deborah Gillen, Town Liaison, Shani Jones, and Library Director, Lisa Gricius. Absent: Sally Smith.

A motion was made by Travis Jones and seconded by Peter Robinson to approve and waive the reading of the minutes from Monday, August 2, 2021. 4 ayes, 0 noes, 1 absent.

A motion was made by Janice Kelsey and seconded by Deborah Gillen to approve the audited vouchers #107-121 Total Amount: \$10,284.69 & #122-135 Total Amount: \$62,799.77. 4 ayes, 0 noes, 1 absent.

A motion was made by Travis Jones and seconded by Janice Kelsey to approve the Free Direct Access Plan 2022-2026. 4 ayes, 0 noes, 1 absent.

Peter Robinson motioned to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Deborah Gillen, secretary.

Monday, August 2, 2021

The special meeting of the WPL Board of Trustees was called to order at 6:00 p.m. by President, Travis Jones. In addition to Travis, present were Trustees: Janice Kelsey, Sally Smith, Deborah Gillen, Peter Robinson, and Library Director, Lisa Gricius.

A motion was made by Travis Jones and seconded by Peter Robinson to approve and waive the reading of the of the minutes from Tuesday, July 13, 2021.

5 ayes, 0 noes, 0 absent. The motion carried.

A motioned was made by Deborah Gillen and seconded by Janice Kelsey to terminate the Warsaw Public Library's professional relationship with MRB Group effective 8/2/2021.

5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Travis Jones and seconded by Janice Kelsey to withdraw the application for State Aid for library construction for small group/study room. Ayes: 5, noes: 0 absent: 0. The motion carried.

A motion was made by Travis Jones and seconded by Peter Robinson to approve the 2022 budget request to the town with a 2% increase for a total levy of \$202,145.00.

Ayes: 5, noes: 0, absent:0. The motion carried.

Made a motion to adjourn by Travis Jones at: 7:00 p.m.

Respectfully submitted,

Deborah Gillen, secretary

Tuesday, July 13, 2021

Warsaw Public Library

130 N. Main St., Warsaw, NY 14569

Tuesday, July 13, 2021 Minutes

The July, 2021 meeting of the WPL Board of Trustees was called to order at 6:10 p.m. by President, Travis Jones. In addition to Travis, present were Trustees: Janice Kelsey, Deborah Gillen, Peter Robinson, Sally Smith, Library Director, Lisa Gricius, and Town Board Liaison, Shani Jones.

Sally Smith motioned to approve and waive reading of the minutes from Tuesday, June 8, 2021. Travis Jones seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Peter Robinson to approve the audited vouchers #88-106 totaling \$6604.48. Janice Kelsey seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Deborah Gillen to approve the 2022 Personnel Budget. Travis Jones seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

Travis Jones made a motion to declare #396 Browser/Bench Combo surplus for disposal. Janice Kelsey seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Janice Kelsey and seconded by Peter Robinson to approve moving forward in completing the full state aid for library construction application with the project cost and recommended award amount stated. (Preliminary Amount)

Recommended Award for Small Group/Study Room: \$14,299

Award Percentage: 32.43%

Total Project Cost: \$44,092

Full application including proof of available match funds due 9/3/2021

5 ayes, 0 noes, 0 absent. The motion carried.

Deborah Gillen made a motion to adjourn at 7:02 p.m.

Respectfully submitted,

Deborah Gillen, Secretary

Tuesday, June 8, 2021

The June, 2021 meeting of the WPL Board of Trustees was called to order at 6:03 by President, Travis Jones. In addition to Travis, present were Trustees: Janice Kelsey, Deborah Gillen, Library Director Lisa Gricius, and Town Board Liaison, Shani Jones. Absent: Peter Robinson and Sally Smith.

Travis motioned to approve and waive the reading of the May, 2021 minutes. Janice Kelsey seconded the motions. 3 ayes, 0 noes, 2 absent. The motion carried.

Board correspondence see attached Pioneer Library System letter. The project funding was discussed.

A motion was made by Deborah Gillen to approve the audited vouchers #74-87 totaling \$4,098.78. Travis Jones seconded the motion. 3 ayes, 0 noes, 2 absent. The motion carried.

A motion was made by Deborah Gillen to appoint Luke Conley to the position of Young Adult Services Clerk at a rate of pay of \$15.00 an hour, with a regular work week not to exceed 18.75 hours effective 6/7/2021. The motion was seconded by Janice Kelsey. 3 ayes, 0 noes, 2 absent. The motion carried.

Per NY State guidelines our new policy will state: Persons entering the library are expected to follow all current NYS Masking Mandates. The library is operating on an honor system. Therefore, masks are recommended in the library where vaccination status of individuals is unknown.

Janice Kelsey moved to adjourn the meeting at 6:45.

Tuesday, May 11, 2021

The May, 2021 meeting of the WPL Board of was called to order at 6:12 p.m. by President, Travis Jones. In addition to Travis, present were Trustees: Janice Kelsey, Sally Smith, Peter Robinson, Deborah Gillen, Library Director, Lisa Gricius, and Town Board liaison, Shani Jones.

There was no Board correspondence.

A motion was made by Sally Smith to approve and waive the reading of the April minutes. Travis Jones seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

Peter Robinson moved to approve the audited vouchers #58- 73 totally \$6507.40. Deborah Gillen seconded the motions. 5 ayes, 0 noes, 0 absent. The motion carried.

Travis Jones made a motion to transfer \$396.00 from Revenue LI2760L *Library System Grants* to Appropriation LI7410.2 *Library Equipment*. Janice Kelsey seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

Travis Jones made a motion to approve the Purchasing and Procurement Policy. Peter Robinson seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

Deborah Gillen made a motion to declare the following items as surplus for disposal: #371 Shredder, #337 metal filing cabinet, #387 task chair. Travis Jones seconded the motion. 5 ayes, 0 noes, 0 absent. The motion carried.

Travis Jones made a motion to adjourn at 6:43 p.m.

Respectfully submitted,

Deborah Gillen

Tuesday April 13, 2021

The April meeting of WPL was called to order at 6:00 p.m. by President, Travis Jones. In addition to Travis, present were Board members: Peter Robinson, Sally Smith, Deborah Gillen, Janice Kelsey. Also present were, Shani Jones, Town Liaison and Lisa Gricius, Library Director.

There was no Board correspondence.

A motion was made by Sally Smith to approve and waive the reading of the March, 2021 minutes. The motion was seconded by Janice Kelsey. All were in favor, 5 ayes, 0 noes, 0 absent. The motion carried.

Deborah Gillen motioned to approve the audited vouchers 37-57 totaling \$6659.90. Sally Smith seconded the motion. All were in favor, 5 ayes, 0 noes, 0 absent. The motion carried.

Travis Jones moved that we transfer \$59,087.40 from the unexpended balance to LI Maintenance and Repairs to cover the remaining balance to install the air conditioning units. Janice Kelsey seconded the motion. All were in favor, 5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Travis Jones to approve the 2020 Annual Report, Peter Robinson seconded the motion. All were in favor, 5 ayes, 0 noes, 0 absent. The motion carried.

A motion was made by Peter Robinson to adjourn at 7:03 p.m.

Respectfully submitted,

Deborah Gillen

Tuesday, March 9, 2021

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

A motion was made by Sally Smith to approve and waive the reading of the minutes from February 16, 2021. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 0 Motion carried

There was no Board correspondence.

A motion was made by Travis Jones to approve the audited vouchers #22-36 totaling \$3,801.32. Sally Smith seconded the motion.

Ayes: 4 Noes: 0 Absent: 0 Motion carried

A motion was made by Travis Jones to appoint Peter Robinson to an unexpired term ending in December 2023. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 0 Motion carried

Peter Robinson moved to update/revise late fines fee schedule to the following:

- All print books, audio books and magazines: No overdue fines
- DVDs, Blu-Rays and Video Games \$1 a day up to \$5.00
- Museum/State Parks Pass: \$1 a day up to \$5.00
- Realia: \$.20 a day, up to \$5.00

Travis Jones seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried

Travis Jones made a motion to accept Eastman Tree Service proposal (attached). Deborah Gillen seconded the motion.

Ayes: 5 Noes: 0 Absent: 0 Motion carried

A motion was made by Travis Jones to rename the line item "Capital Reserves" to Emergency Reserves. Janice Kelsey seconded the motion.

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

Travis Jones made a motion to adjourn the meeting at 6:37 p.m.

Respectfully submitted,

Deborah Gillen

Tuesday February 16, 2021

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

A motion was made by Sally Smith to approve and waive the reading of the January 12 minutes. Janice Kelsey seconded the motion.

Ayes: 4 Noes: 0 Absent: 1

Finance: Deborah Gillen moved to approve the audited vouchers #5-21 totaling \$8258.56. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent 1

New Business: A motion was made by Deborah Gillen to accept the resignation of Lynda Wick from the Library Board of Trustees. Travis Jones seconded the motion.

Ayes: 4 Noes: 0 Absent: 0

Travis Jones motioned to reelect Travis Jones as President, Janice Kelsey as Vice President, Deborah Gillen as Secretary. Deborah Gillen seconded the motion.

Ayes: 4 Noes: 0 Absent: 0

The meeting was adjourned at 7:00 with a motion by Travis Jones.

Respectfully submitted,

Deborah Gillen

Tuesday, January 12, 2021

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

A motion was made by Janice Kelsey to approve and waive the reading of the December 8, 2020 minutes. Travis Jones seconded the motion.

Ayes: 3 Noes: 0 Absent: 2 Motion carried.

There was no Board correspondence.

Finance:

Travis Jones motioned to approve the audited vouchers #196-205 totaling \$4280.53. Deborah Gillen seconded the motion.

Ayes: 3 Noes: 0 Absent: 2 Motion carried.

New Business:

Travis Jones made the following motion: The Board of Trustees moves to update the library's strategy in responding to COVID-19 by removing the following policies and transitioning them to internal procedures regarding: contact tracing policy, employee health screening policy, and personal protective equipment policy. Furthermore, the Board of Trustees moves to task the library Director to develop and implement said procedures that meet the criteria and mandates as outlined by NY Forward to operate safely and legally and in accordance with all Executive orders, Federal, State, and Local laws as they relate to COVID-19. The Director will be responsible for adjusting those procedures as needed to keep the library in compliancy with all of the preceding authorities.

Janice Kelsey seconded the motion.

Ayes: 3 Noes: 0 Absent: 2 Motion carried.

Janice Kelsey motioned to adjourn the meeting at 6:17.

Respectfully submitted.

Deborah Gillen