

Reed Memorial Library Carmel, NY

Minutes: November 3, 2021

Meeting called to order at: 5:03 p.m.

Present: Jeanne Buck, Carla Taylor, Cindy Katz, Kate Mackie, Theresia Gillette, Loretta Burke, Peter Katz

Minutes: A motion to accept the minutes of the October 6, 2021 meeting was made by Cindy Katz, second by Theresia Gillette. All in favor, motion carried.

Financial Report: Peter reviewed the financial report and noted that all is in order.

Audit Claims: A motion to accept the audit claims was made by Peter Katz, second by Vickie Causa. All in favor, motion carried.

Director's Report: Jeanne reported on:

- Programming:
 - The Trunk & Treat at MPES
 - The Day of the Dead program
 - The Library-Museum Partnership Grant opportunity
 - A compliment from one of the program instructors that The Reed Library is easy to work with.
 - Plans for an unstaffed reading area at the new Promenade on 6
 - A community cookbook for November's passive program
 - The Little Free Library will be converting into a Little Free Food Pantry for the 2021 holiday season.
- Staffing:
 - New hire started two weeks ago.
- Building Repairs and Improvements:
 - Roof:
 - New leaks being addressed
 - Moving the condensing units to the ground
 - Architect recommendation on how to repair a cracked gutter
 - Sign:
 - Waiting for a permit from the Town of Carmel.
 - Miscellaneous:
 - Links to the Library's Instagram and FaceBook accounts.
 - The Outreach e-letter and the Recite-Me toolbar
 - The legislation requiring library trustees to complete two hours of training every year.

New Business: A motion to accept new employee Roisin McAuliffe to work 13 hours a week at an hourly rate of \$13.00 an hour was made by Carla Taylor, second by Kate Mackie. All in favor, motion carried. A motion to accept the 2022 dates the library will be closed was made by Peter Katz, second by Cindy Katz. All in favor, motion carried. A motion to accept the 2022 Board of Trustee Meeting Dates was made by Loretta Burke, second by Carla Taylor. All in

**Reed Memorial Library
Carmel, NY**

favor, motion carried. A motion to accept the 2022 Staff Wages effective January 1, 2022 was made by Peter Katz, second by Carla Taylor. All in favor, motion carried.

Sustainable Putnam Presentation was tabled to the December meeting so all can review the website. A motion to accept the Health Emergency Response Plan Review was made by Carla Taylor, second by Vickie Causa. All in favor, motion carried. A motion to reaffirm the Use of Face Masks in the library was made by Theresia Gillette, second by Carla Taylor. All in favor, motion carried. Staff COVID-19 Vaccination Requirements was tabled to the December meeting pending more information. A motion to accept the minutes of the October 14, 2021 special meeting was made by Kate Mackie, second by Cindy Katz. All in favor, motion carried.

A motion to adjourn was made by Carla Taylor, second by Cindy Katz. All in favor, motion carried. Meeting adjourned at 5:52 p.m.

The next Board Meeting: December 1, 2021 at 5:00 p.m. in the Reed Memorial Library.

Submitted by: Loretta Burke

Forwarded on: November 12, 2021