

**Minutes of the Four County Library System Board of Trustees Meeting**

**January 22, 2021**

Four County Library System

Meeting Location

Vestal, NY

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Trustees Present: Wendy Caldiero  
Donna Jones-Wright  
Alice Mahardy  
Derek Johnson  
Jan Orzel  
Alana Rullo

Excused: Marilyn Kochersperger  
Carrie Fishner  
Robert Gouldin

Absent:

Others Present: Steven Bachman, Executive Director  
JoEllen Dorak-Tarcha, Finance Officer

The meeting was called to order at 2:02 PM:

**Public Participation**

No visitors present

**Minutes**

On the motion of J. Orzel, seconded by W.Caldiero, the board approved the minutes of the November 18, 2020 meeting. All in favor.

**Executive Director's Report**

Annual Report season has begun. 4CLS will offer a series of online workshops for member libraries. 4CLS is planning several virtual advocacy meetings with local elected officials. 4CLS will be looking at strategies to advocate for vaccination of library staff as early as possible.

**Financial Reports**

On the motion of A.Rullo, seconded by W.Caldiero, the board approved the bank reconciliation statements for November and December. All in favor

On the motion of J.Orzel, seconded by D.Jones-Wright, the board approved the Profit & Loss statements for November and December. All in favor

On the motion of J.Orzel, seconded by W.Caldiero, the board approved the budget to actual reports for November and December. All in favor

#### **Committee Reports**

- A. Governance Committee – No Report
- B. Finance Committee – No Report
- C. Executive Committee – No Report
- D. Personnel Committee – Met 1/14/2021 to review policy changes covered in New Business
- E. Central Library Advisory Committee – No Report

#### **New Business**

Records Retention Resolution & Policy – due to recent changes in the records retention rules, 4CLS must approve the attached Resolution (to certify that 4CLS will use Retention and Disposition Schedule for New York Local Governments Records (LGS-1).

On the motion of D.Jones-Wright, seconded by A.Rullo, the board approved the resolution. All in favor.

The 4CLS Records Retention policy must be amended to reflect the new resolution.

On the motion of A.Rullo, seconded by J.Orzel, the board approved the changes to the Records Retention Policy as recommended by the Personnel Committee.

Sick & Safe Leave Policy – This policy must be amended to reflect the requirements of the NY Paid Sick Leave Law. On the motion of A.Rullo, seconded by J.Orzel, the board approved the revised policy with amendments. All in favor.

#### **Other**

#### **Meeting Dates for 2021**

| DATE         | DAY       | TYPE           | TIME     | LOCATION    |
|--------------|-----------|----------------|----------|-------------|
| January 22   | Friday    | Regular        | 2:00 PM  | GoToMeeting |
| March 22     | Monday    | Regular        | 1:00 PM  | GoToMeeting |
| May 14       | Friday    | Regular        | 12:00 PM | TBD         |
| June 7       | Monday    | Annual Meeting | TBD      | TBD         |
| June 24      | Thursday  | Organizational | 6:00 PM  | TBD         |
| September 20 | Monday    | Regular        | 6:00 PM  | TBD         |
| November 17  | Wednesday | Regular        | 2:00 PM  | TBD         |

#### **Adjournment**

On the motion of J.Orzel, seconded by W.Caldiero, the board adjourned the meeting at 2:45.