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Red Creek Free Library

6817 Main Street

PO Box 760

Red Creek, NY 13143

Board of Trustees Meeting

September 9, 2025

6:00 PM

President, Tina Johnson; Vice President, Ashlee Smith; Treasurer, Heidi Dates; Secretary, Jane Stevenson; Ashley Reese. Jodi Rogers, Director: Patti Alexander

Absent:

Guest:

1. **CALL TO ORDER:**

Tina Johnson called the meeting to order at 6:01 p.m.

1. **ADOPTION OF AGENDA**

**Motion 25-33:** Jodi Rogers moved to approve the agenda. Heidi Dates seconded and the motion was unanimously passed.

1. **PUBLIC EXPRESSION:** none
2. **APPROVAL OF MINUTES:**

**Motion 25-34:** Ashlee Smith moved to approve the August 19, 2025, minutes. Jodi Rogers seconded and the motion was unanimously passed.

1. **TREASURER’S REPORT:**
2. **DIRECTOR’S REPORT**
   1. Presented by Patti Alexander (see attached)
3. **UNFINISHED BUSINESS**
   1. **IRS Update:** Transcript was sent to Heidi. Heidi sent transcript to PayChex. Paychex is working on it.
   2. **Rental Space – Scott:**

**Motion 25-35:** Heidi Dates moved to deduct to cost of shampooing the carpet in Scott’s area from his rent. Jodi Rogers seconded and the motion was unanimously passed.

1. **NEW BUSINESS**:
   1. **Affirm compliance with Minimum Standards Compliance Policy:**

**Motion 25-36:** Ashley Reese moved that the Red Creek Free Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner’s Regulation 90.2, and further directs Patricia Alexander to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library’s website, within 2 weeks of the meeting, in accordance with the New York State Open Meeting Law. Ashlee Smith seconded, and the motion passed unanimously

* 1. **Policy Updates:**
     1. **Cleaner Job Description 1.8.1.4:** Tabled
     2. **Sick Leave and Personal Time 1.8.3, Leave Without Pay 1.8.4, Emergency and Disaster Plan 1.9.2:**

**Motion 25-37:** Jodi Rogers moved to approve the above mentioned policies. Heidi Dates seconded and the motion passed unanimously.

* + 1. **Emergency and Disaster Plan 1.9.2**

**Motion 25-38:** Ashley Reese moved to approve the above mentioned policy. Jodi Rogers seconded and the motion passed unanimously.

* 1. **Policy Removal and Procedure Removal:**
     1. **Code of Conduct 1.8.5:**

**Motion 25-39:** Heidi Dates moved to remove the policy Code of Conduct .8.5 from the library’s policy manual, citing that this policy is now incorporated into the Patron Code of Conduct Policy 1.3.2. Ashley Reese seconded and the motion passed unanimously.

* + 1. **Patron Code of Conduct 1.3.2:**

**Motion 25-40:** Ashley Reese moved to approve the updated policy. Heidi Dates seconded and the motion was passed unanimously.

* + 1. **Face Covering 1.9.3, Employee Health Screening 1.9.4, Contact Tracing 1.9.5, Wearing and Removing Face Covering SP 1901, Quaranting Materials Plan SP1903, Contactless Checkout Plan SP1904:**

**Motion 25-41:** Ashlee Reese moved to remove the policies and procedures titled Face Covering 1.9.3, Employee Health Screening 1.9.4, Contact Tracing 1.9.5, Wearing and Removing Face Coverings SP1901, Quarantining Materials Plan SP 1903, Contactless Checkout Plan SP1904 from the library’s policy and procedure manual, citing these policies and procedures are included in the Emergency and Disaster Plan Policy 1.9.2. Ashlee Smith seconded the motion passed unanimously.

1. **Public Expression –** none
2. **NEXT MEETING** – Tuesday, October 14, 2025, at 6:00 p.m.
3. **ADJOURNMENT**

**Motion 25-42:** Heidi Dates moved to adjourn the meeting. Ashlee Smith seconded and was unanimously passed. Meeting was adjourned at 6:58 p.m.

Respectfully submitted,

Jane M. Stevenson

To be approved at next meeting