

Lee-Whedon Memorial Library

Board Meeting April 13, 2020

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, C. Cooper, K. Mostyn

Absent: B. Conners

The Open Hearing was held. No one was in attendance.

C. Cooper called the meeting to order at 4:11 p.m.

The agenda was unanimously adopted on a motion by I. Mark and seconded by S. O'Dea.

The March minutes were unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

C. Cooper would like to note that the library closed on Monday, March 16th due to the Covid-19 pandemic. This was based on the Orleans County Department of Health and NYS Governor's recommendations.

Financial Reports were distributed for the month of March:

- March Drawer Deposit 592.70 (Fines \$209.15, Fax \$147, Notary \$24, Lost \$37.95, Memorials \$50)
 - Square automatic deposit: Fines \$51.01
 - Total cash & credit deposits: Fines \$260.16
- Non-Drawer Deposit: \$23,610.64 (PILOT \$19,760.79, Go-Art \$2,500, Utica National \$863, Early Literacy Grant \$300, Book Pages \$150, WNYLRC \$36.85)
- Aging: \$7,697.38, Transactions: \$25,227.43
 - All trustees in attendance approved the reports on a motion by D. Schwert and seconded by I. Mark.
- D. Schwert made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics for March were unknown attendance (C. Cooper will check when she is at the library next), circulation of 3,118, Overdrive downloads of 138, Zinio downloads of 42, and Hoopla downloads of 274.

C. Cooper had a teleconference with Tom Bindeman, and other Directors of NIOGA libraries. The NYS Budget has cut library funding. NIOGA will lose approximately \$30-\$50,000 in state funding. NYS will continue to reassess every 3 months. 2019 Construction Grant is still going through. 2020 and beyond is unknown. The Construction Aide was decreased to \$14 million but it could easily change again. The NIOGA Annual Dinner is cancelled. Tom suggests all directors and board members stay up to date with mandates through NYLA. All libraries in the system are currently paying all their employees. Materials due dates will be extended to June 15. He encouraged all boards to start planning for tiered reopening.

C. Cooper has been speaking with staff every week. Everyone is doing well and very appreciative to be receiving their pay. We will continue to pay all staff until the Board votes not to anymore. At this point full time staff are spending 4-6 hours a day working either at the library or at home.

Based on Governor Cuomo's mandate, the library will remain closed through April. We are estimating reopening in May, to what degree is unknown at this time. Covid is likely to come in waves based on current information. The board needs to create a policy for future waves of the virus. Will we require staff to stay home for 2 weeks if they have a fever? Will they receive paid sick leave? Will they need to use their sick time or holiday pay? We will discuss at the next meeting.

C. Cooper and K. Mostyn have been discussing reopening strategies. Masks and gloves for all staff. Returns will be quarantined for 4 days before cleaning and reshelving. 6 foot line will be placed at the desk with 1 person at the desk at a time. IPACs will need to be separated. Patron computers will either need to be moved apart or only 1 per side used.

I. Mark stated the Governor Cuomo stated that reopening the economy will need to be staggered and should be coordinated with neighboring states.

The Annual Meeting and Budget Vote has been delayed until June. C. Kiebala is up for re-election; she is running unopposed. She submitted her petition prior to the school office closure. We are not increasing the budget so we don't need a vote for next year. I. Mark emailed all trustees the modified budget. She and K. Mostyn modified the budget that was presented at the last meeting to reflect no increase. The Board will need to review and approve it in June.

HVAC project. C. Cooper submitted the Construction Grant application based on the projected cost of the project provided by PRES. Unfortunately we have not been able to solicit bids and therefore do not know what the project will actually cost at this time. In March, R. Mauser sent an email asking for a status update to C. Cooper, PRES, and Tim Ames. No response was received as far as C. Cooper is aware. She will follow up to see if anyone is working from home.

Houseman Landscaping maintained our lawns last year. We have not received a proposal for this year; C. Cooper will ask for one.

K. Mostyn presented our new online reading system, Beanstack. She has been doing the training for the past 2 weeks and is hopeful that all the other staff will be able to start training next week. She has posted the training onto the staff website. Our Beanstack site will go live on May 1 and everyone will be trained by then. Beanstack will allow us to run all of our reading challenges online even if some people prefer paper only, staff will be able to enter their information into the software. People earn badges and tickets that can be redeemed for prizes at the library. It also compiles our statistics for the annual report. C. Cooper asked about a Press kit. K. Mostyn will follow up.

I. Mark will call Jack Welch at Civil Service. K. Mostyn submitted her T&E paperwork. The board needs to receive the Civil Service list before moving forward with posting her position. They also need to decide about the Civil Service classification for the Children's position.

C. Cooper will hold a staff meeting via zoom in the next 2 weeks.

The meeting was adjourned on a motion by C. Kiebala and seconded by D. Schwert at 4:57 p.m.

Special Meeting April 27th at 4:00 p.m.

The next Regular Board Meeting is May 11 at 4:00 p.m.

Respectfully submitted

K. Mostyn 4/14/2020