

# CROTON FREE LIBRARY

171 Cleveland Drive, Croton-on-Hudson, NY 10520

Phone: (914) 271-6612 | Fax: (914) 271-0931

[www.crotonfreelibrary.org](http://www.crotonfreelibrary.org)

September 14, 2020

7:30 PM

Croton Free Library

## SEPTEMBER BOARD MEETING AGENDA

- **Call to order**
- **Approval of June 2020 Minutes**
- **Director's Report**
  - Audit Status
  - Building Updates
  - New Phone System
  - Flu Clinic (10/2)
  - Potential Polling Location
  - Reopening Plans
- **Committee Reports**
  - Finance Committee – Approve Checks
  - Art Committee – Update
  - Safety Committee – Update
- **Association Report**
  - Annual Meeting Postponement
- **Old Business**
- **New Business**
  - 2020-21 Board Meeting Dates
  - Open Temporary Position
- **Other Business**
- **Public Comment**
- **Adjourn**
- **Executive Session**
  - Staff Related Discussion

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## DIRECTOR'S REPORT

*Summer 2020 Statistics*

### PATRON SERVICES

|                           | <u>June</u> | <u>July</u> | <u>August</u> | <u>Total</u> | <u>2019</u> | <u>% Change</u> |
|---------------------------|-------------|-------------|---------------|--------------|-------------|-----------------|
| <b>Physical Checkouts</b> | 81          | 4,093       | 3,876         | 8,050        | 26,407      | -70%            |
| <b>OverDrive</b>          | 2,574       | 2,504       | 2,335         | 7,413        | 4,677       | 58%             |
| <b>Hoopla</b>             | 296         | 288         | 325           | 909          | 777         | 17%             |
| <b>Cards Issued</b>       | 2           | 23          | 16            | 41           | 197         | -79%            |
| <b>Wireless Usage</b>     | 58          | 157         | 145           | 360          | 3,432       | -90%            |

### UPDATES

- 2019-20 Audit: Eric conducting it remotely; having to scan financials and send over.
- Completed projects include: Push-button door openers, Sneeze Guards at Public Facing Desks, Parking lot sealing/lines, Touchless soap/paper towel dispensers, sanitizers around the building, automatic faucets and flush for bathrooms.
- Current Phone system at end of life. Opting for separate business lines (instead of VoIP).
- Working with Sav-Mor again to host Flu Clinic. Outside and social distanced. Bathrooms will be available in an emergency.
- Town of Cortlandt reached out about being a potential polling location. I said yes unless disagreement from the board.
- Planning on transitioning to Phase 3, hopefully sometime in September. Patrons becoming restless.