

CROTON FREE LIBRARY

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

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

www.crotonfreelibrary.org

November 9, 2020

7:30 PM

Croton Free Library

NOVEMBER BOARD MEETING AGENDA

- **Call to order**
- **Approval of Oct. 2020 Minutes**
- **Director's Report**
 - Audit/Tax Return Complete
 - Time-off Request Protocol
 - Upcoming Webinars
 - Committee updates
- **Committee Reports**
 - Finance Committee – Approve Checks
 - Buildings and Grounds – See Director's Report
 - Art Committee – Update
 - Safety Committee – See Director's Report
- **Association Report**
 - Annual Meeting: Nov. 16 at 5:30
 - Annual Appeal
- **Old Business**
- **New Business**
- **Public Comment**
- **Adjourn**

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DIRECTOR'S REPORT

October 2020 Statistics

PATRON SERVICES

	<u>2020</u>	<u>2019</u>	<u>% Change</u>
Physical Checkouts	5,168	8,473	-39%
OverDrive	1,993	871	129%
Hoopla	N/A	159	---
Wireless Usage	141	1,395	-90%
Cards Issued	11	26	-58%
Curbside Pick-ups	872	0	---
Appointments Filled: Curbside	46%	---	---
Appointments Filled: Browsing	52%	---	---

UPDATES

- 2019-20 Audit: Complete and reviewed by Sid. Tax Return to send next week.
- Time-off request policy implemented after last meeting. Streamlined request process.
- ProBono Partnership offering: Managing Leaves and Leave Abuse During COVID-19 (free) and Best Practices for Performance Reviews (paid).
- Buildings and Grounds: Phone system evaluation. Last minute intercom integration pricing.
- Safety: Changes to daily health reporting to comply with new state mandate.