

Croton Free Library
Board Meeting Minutes
September 14, 2020

PRESENT

Trustees: Leslie Ellis (24), Sharyse Eisinger (20), Adora Lam (20), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (22), Marianne Merola (22), Mary McFerran (21)

Treasurer: Sid Franks

Library Director: Jesse Bourdon

Croton Free Library Association: Kate Fabian, President

CALL TO ORDER The meeting was held online via Zoom due to the COVID-19 pandemic and was called to order at 7:34 pm.

June 2020 minutes were approved

DIRECTOR'S REPORT:

- 2019-2020 Audit

The Library accountant is working to finalize the Library's audit for 2019-2020.

He completed an examination of salary expenditures and reports that the Library had qualified expenses of \$240,000, allowing the library to retain funds from the Paycheck Protection Program which were received in May.

- Building Updates

A number of basic maintenance projects have been completed as well as changes required to prepare the building for reopening during the pandemic. These include: push-button automatic doors installed at two outside entrances, new fencing abutting neighboring homes, resealing of the parking lot, sneeze guards at all public-facing areas, touchless hand sanitizer dispensers throughout the library, and in the restrooms: touchless soap and paper towel dispensers and automatic toilet flushers and faucets.

- New Phone System

The Library's current phone system is out of date and will need to be upgraded. The Director is considering several options, and is leaning towards using separate business lines instead of the Voice Over Internet Protocol (VoIP) option, which would depend upon using the WLS computer network.

- Flu Clinic

The Director is working with Sav-Mor Pharmacy again this year to host a Flu Clinic to provide free flu shots to the public on October 2 from 11:00 to 2:00. All pandemic safety precautions will be taken and the clinic will be conducted outdoors with bathrooms available in case of emergency only.

- Potential Polling Location

The Library has been asked by the Town of Cortlandt if the building could be made available as a potential polling location for the November elections. It is not clear if this will be necessary, but the Board expressed their positive support for this idea.

- Library reopening

After successfully adjusting to curb-side book distribution, the library is preparing for a gradual reopening. The staff is now back to their regular work hours in the building. It is expected that initially visits will be limited to browsing only with no seating or computer access. Masks will be required and will be provided if necessary. Visits will be limited to approximately 15-20 minutes, and the number of patrons in the building will be kept at a low number.

Suggestions were made to require hand sanitizing at entrances, to make sure that sufficient signage is provided to instruct the public, and possibly to create seniors-only time slots.

The Director is aiming towards Monday, September 28 as a possible opening date. The Pandemic Safety Committee will meet between now and then to review and approve all protocols. The President and the rest of the board wish to express their gratitude to Jesse, Leslie, Susan and Marianne for their time and hard work in carrying out this difficult responsibility.

COMMITTEE REPORTS:

- Finance Committee:

The Treasurer reports that the Library is operating within budget projections, and continues to operate without withdrawing funds from our investments. Many operating and maintenance expenses were lower again due to the library's pandemic closing.

The monthly Check Registries for June, July and August were voted on and approved.

- Art Committee

The Art Committee has again prepared a virtual exhibition thanks to software provided by Jesse. The new artist is David Fox and his art is available for viewing online now and for the next two months.

- Croton Reads Committee

The Croton Reads committee is exploring the possibility of offering a program in an online format. The Board expressed support for the idea of setting up an event sometime in late winter. Marianne will investigate applications other than Zoom which might better accommodate larger numbers of participants. She will also contact last year's scheduled author to see if she is interested and available.

LIBRARY ASSOCIATION REPORT:

The question of when to hold the next Annual Meeting of the Library Association is an unresolved issue. One of the main concerns is the election of a new Library Trustee. Since Sharyse is willing to extend her service, there is no immediate pressure to act unless there are legal requirements which will have to be investigated. Kate will check the bylaws and if necessary the meeting could be held in December 2020. If there is no legal requirement, the sense of the Board is to wait until next Spring and resume holding the Annual Meeting then, as in the past.

The Board is pleased that the Association will be able to provide the Library with a \$7,500 donation shortly.

The Annual Fund Drive will be held on schedule and a new artist will be providing graphics for the mailings.

There will be no Book 'n Bake sale in November, but the Association is exploring a number of different possible fundraising options.

NEW BUSINESS:

- Meeting Calendar

The calendar of meeting dates was presented and approved.

OLD BUSINESS

- Pandemic Policy Statement

The completed Pandemic Policy Statement was distributed, voted on, and approved.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 8:59 pm, after which the Board went into Executive Session to discuss the creation of a new staff position.

Respectfully submitted by Lynn Kauderer