

**Croton Free Library**  
Board Meeting Minutes  
October 19, 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 7:32 pm.

September 2020 minutes were approved

**DIRECTOR'S REPORT:**

- Patron Services

The Director presented last month's patron services statistics, including a new category: curbside pickups. Curbside pickup is running smoothly and has been welcomed by the public. The change in statistics for other services reflect the fact that library access has been limited due to the pandemic.

- 2019-2020 Audit

The Director has just received the draft audit from our accountant and has passed it along to Sid for review. Jesse has a few additional tasks to complete and it is expected to be ready to present to the Board at next month's meeting.

- Phase 3 Status

The library is now open for limited browsing by appointment. The program has been running smoothly and reservations have been steadily increasing.

- Museum Passes

Museum passes are again available for checkout. The library is now using DVD covers, which are more book drop friendly and easier to sanitize, to hold the passes. Customized instructions for use at each museum are included.

- Flu Clinic

The flu clinic held on October 2 was a tremendous success with 102 vaccinations administered in 4 hours. Sav Mor reported that it was the most they have administered in one day and are considering scheduling a second clinic.

- WLS Service License Agreement

The WLS is drafting a new Service License Agreement to address the issue of sharing network services with local libraries, each of which have individual needs, requirements and budgets. This is an on-going project and library directors are being included in the discussion. We can expect to hear more on this in the future.

### **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.

While we have no income from fines due to the pandemic, we have received our first tranche of \$434,837 from the School District. We have also received a \$10,000 bequest from the Altman family and are attempting to determine how they would like it to be used. The balance of a previous construction grant for the installation of new entry doors was used for patching and repainting.

The monthly Check Registry for September was voted on and approved.

- Buildings and Grounds

The committee met recently for the first time since the building was closed. Their focus is on identifying projects that might best be completed while the building is partially closed to the public while also taking into consideration our pre-pandemic long-range redesign project. It is important not to take on any tasks that might then be undone by redesign of the library. One area under immediate consideration is the reevaluation of the security cameras and security system.

Most of board will be attending an online seminar on Library Design offered by the Design Institute on November 18. The committee will then meet on November 19 at 7:00 pm to discuss any new insights. All board members are encouraged to join in this committee meeting.

Before the pandemic, two design contractors had been identified and a meeting scheduled with one of them. It was decided that we should contact both to see if they are still interested and to possibly reschedule the meeting for a date after November 19.

- Art Committee

Our art exhibits are still being presented virtually. The next artist, beginning on November 1, will be Patricia Stewart from Yonkers, NY. There will be no opening day reception.

### **LIBRARY ASSOCIATION REPORT:**

It has been determined that, due to the by-laws of the library, the Annual Meeting of the Library Association must be convened this year. Also, it is necessary to give the public twenty days notice before the meeting can be held. The meeting has been scheduled for November 9. It will be held in the parking lot with all social distancing recommendations respected. The purpose of the meeting will be to elect next year's Association officers and to extend the term of board member Sharyse Eisinger until the spring of 2021. We are grateful to Sharyse for her willingness to continue. There will be no other business. It is hoped that all Board members will be able to attend.

Cards for the annual appeal will be mailed shortly after the election. There will be no book sale, but the Association is anxious to identify some alternative fundraising activity. An online auction has been chosen as the most promising idea. They welcome any ideas for auction items or for other fund raising activities that might work during this difficult time.

### **NEW BUSINESS:**

- Paid Parental Leave Policy

The Director has drafted an official Paid Parental Leave Policy statement. The policy was distributed, discussed, and approved.

- Paid and Unpaid Time-Off Policy

The Director has drafted an official Paid and Unpaid Time-Off Policy statement. The policy was distributed, discussed, and approved.

### **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 9:05 pm.

Respectfully submitted by Lynn Kauderer