

Croton Free Library
Board Meeting Minutes
November 9, 2020

PRESENT

Trustees: Leslie Ellis (24), 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

ABSENT

Sharyse Eisinger (20)

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.

October 2020 minutes were approved

DIRECTOR'S REPORT:

- Patron Services

While physical checkouts are down from the previous year due to the library's closure earlier this year, they have begun to increase again as the library has reopened and patrons have become more comfortable with both curbside and limited browsing. OverDrive, our application for rental of digital content, shows a corresponding increase over pre-pandemic data. Reserved time slots for curbside pickup and browsing are about half full. Should browsing become more in demand, the director may decrease the allotted time per visit rather than increasing the number of slots.

- 2019-2020 Audit

The Director has received the completed audit report from our accountant. It has been reviewed by Sid and shared with the Board for their approval.

- Time-off request policy implemented

The new time-off request policy has been implemented. Jesse has developed an on-line process for staff requests and approvals that is transparent for all employees.

- Upcoming Webinars

Jesse has signed up to attend two online seminars: a ProBono Partnership offering: “Managing Leaves and Leave Abuse During COVID-19”, which is free, and “Best Practices for Performance Reviews” which requires a \$30 fee.

- Telephone system upgrade

Jesse is still considering the best way to upgrade the Library’s telephone and intercom systems. He is leaning toward the Altice offering which will allow the addition of two new phones: one for the front desk and one for children’s books, and includes staff training. He has also discussed intercom service for outside doors with EIPS.

- Safety: New state requirements

All employees are required to complete a health survey on a daily basis when they arrive for work. NY State is now also requiring employees to certify that they have followed all quarantine and testing requirements if they travel out of state. This will require an update in the wording of our Daily Health Reporting Questionnaire. It was recommended that all employees be reminded of the new NY State protocols before the upcoming Thanksgiving holiday.

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 are no longer receiving money from overdue fines, other expenses have been down so this has not presented a problem. Some grants received last year have been used to make purchases this year, so budgeted expenses may appear high.

The Library’s tax return has been completed and will be submitted once the list of Board Members and officers has been brought up to date.

The audited Financial Report for the period ending June 30, 2020 was reviewed by the Board, voted on, and approved.

The monthly Check Register for October was reviewed by the Board, voted on, and approved.

- Buildings and Grounds

Most of the 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 will receive Zoom links to attend this meeting.

- Art Committee

Our art exhibits are still being presented virtually. Patricia Stewart, from Yonkers, NY., is our current artist. Her work is available for viewing through the library's website.

- Safety Committee

Discussion was held concerning whether the library should continue to stay open if the Croton Harmon Schools are closed due to COVID-19. Several options were discussed. Fortunately, while some COVID positive cases have been identified, it appears that there has been no spread within the schools from these cases. We will continue to monitor the situation.

LIBRARY ASSOCIATION REPORT:

The much-delayed Annual Meeting of the Library Association is scheduled to be held in the Library parking lot on Monday, November 16, at 5:30 pm with a rain date of Tuesday, November 17. In addition to electing the new slate of Library Association officers, two Trustees whose terms should have expired will be extended until the next regularly scheduled Annual Association meeting in April 2021. The two trustees are Adora Lam and Sharyse Eisinger. A motion to approve the extension of their terms was voted on and approved.

The Annual Drive is in full swing and cards have been mailed out. Trustees are reminded to be sure to renew their membership. Handwritten notes will be sent later in the week. It was suggested that a promotional sign for the drive be displayed near the curbside pickup site.

NEW BUSINESS:

- New Fundraising Idea

Adora shared that sometime around the 1980's, the Croton PTSA raised money by selling a Monopoly-like board game that used local businesses as the "properties". Money can be raised by selling the ad-like squares as well as by selling the game itself. Jesse was able to locate his game and shared it with the Board. It was suggested that the Association could investigate the possibility of using this as a fund raiser.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 9:00 pm.

Respectfully submitted by Lynn Kauderer