

**Croton Free Library**  
Board Meeting Minutes - FINAL  
December 14, 2020

**PRESENT**

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

Treasurer: Sid Franks

Library Director: Jesse Bourdon

Croton Free Library Association: Kate Fabian, President

**ABSENT**

Mary McFerran (21)

**CALL TO ORDER** The meeting was held online via Zoom due to the COVID-19 pandemic and was called to order at 7:36 pm.

November 2020 minutes were approved

**DIRECTOR'S REPORT:**

- Patron Services

Patron Services statistics were presented and continue to reflect the effects of pandemic restrictions and increased usage of internet services.

- Current access status of Westchester libraries

A report was presented showing current access to libraries in the county with regard to access by appointment, access with restrictions, and curbside service. The majority of libraries offer curbside only (as of 12/11/2020). Croton Free Library offers curbside only and halted browsing by appointment as of November 23, 2020, due to the increase in COVID-19 cases in our area.

- New Website

Thao Nguyen, our Assistant Director, is exploring options for redesign of the Library's website. Estimated prices range from \$5,000 to \$20,000 depending upon the amount of outsourcing.

- New Phone System

New phones are being installed by Altice at the circulation desk and in the children's department as well as a new automated telephone answering system. The project should be completed by the end of January.

- Freegal Extension

The Library will continue to subscribe to services offered by Freegal, an online music service, even though it will be discontinued by WLS. The service will cost \$3,200 a year and is justified by the apparent popularity of the service, especially during the pandemic, with 46 users streaming 14,011 songs and 53 patrons downloading 3,347 songs in 2020. Efforts will be made to publicize the service and increase patron usage.

- Reference Interviews

The Director is currently reviewing applications for a part-time/substitute reference position, an opening created by the departure of two part-time reference staff. Eight candidates have applied and it is hoped that interviews and final selection will be completed by January 1, 2021.

- Paid Time Off (PTO) Policy Changes

A new PTO policy has been developed to improve the fairness and efficiency of administering paid time off for part-time employees. It also continues the Library's compliance with New York State-mandated requirements for paid sick leave for part-time employees. PTO will accrue with time worked rather than being granted at hiring and deducted as PTO is used. The complete PTO policy statement was presented and there were no objections from the Board.

## **COMMITTEE REPORTS:**

- Finance Committee:

The Treasurer reports that the Library is continuing to do well financially and is operating within budget projections. While we are no longer receiving money from overdue book fines, other expenses have been down so this has not presented a problem. We have received the first of two contributions from the Library Association in the amount of \$7500 which will appear in next month's budget report.

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

- Buildings and Grounds

Zoom links have been sent to all Board members to attend a presentation by Alex Cohen, a local library design consultant, on Wednesday, December 16, 2020 at 6:00 pm. He represents Aaron Cohen Associates and will be discussing resources offered by the company for libraries wishing to upgrade their library design.

- Safety Committee

The Safety Committee is developing metrics to be used in the future for determining the degree of library access to be offered to the public while taking into consideration the health and safety of both patrons and staff. This will assist in guiding the decision process and in answering questions from the public. When completed, a statement will be included in the Library Newsletter.

### **LIBRARY ASSOCIATION REPORT:**

The Annual Meeting of the Library Association was held on Monday, November 16. In addition to electing the new slate of Library Association officers, the terms of trustees Adora Lam and Sharyse Eisinger were extended until the next regularly scheduled Annual Association meeting in April 2021.

The Annual Appeal has so far received donations totaling \$13,600 with two more weeks left to go. This is slightly ahead of last year's appeal which eventually raised \$18,200.

The Association is still working on developing a silent auction. Any ideas should be shared with Sarah Mills Cohen who is leading the committee.

### **OLD BUSINESS**

In a special Zoom meeting of the Building and Grounds committee, with eight Board of Trustee members present, a motion was made to suspend new browsing appointments beginning November 20, 2020 and to close the library building to patrons beginning November 23, 2020. This was necessitated by the increase in COVID-19 cases in our area. The motion passed unanimously.

### **NEW BUSINESS:**

- Local Artist Collaboration

The Director is in conversation with local artist Motomichi Nakamura to discuss the possibility of projecting one of his lighting creations on the front facade of the Library. Another option might be to create a student workshop in lighting projection and animation. More details to follow.

### **PUBLIC COMMENT**

There were no public comments.

The meeting was adjourned at 8:43 pm.

Respectfully submitted by Lynn Kauderer