

Because of the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the in-person meeting requirement of Open Meetings Law (as extended), the Town of Pelham Public Library Board Meeting scheduled for December 2, 2020 at 7:30 p.m. Eastern Time (US and Canada), was held electronically via video and conference call on Zoom instead of an in-person meeting. Members of the public were able to view or listen to the Board meeting by joining the Zoom meeting.

MEETING OF THE BOARD OF TRUSTEES OF THE TOWN OF PELHAM PUBLIC LIBRARY

530 Colonial Avenue

Pelham, NY 10803

December 2, 2020 at 7:30 p.m.

Board Members Present: Terrence Mullan, Emily Gest, Judy Shampanier, Karen Fellner, Catherine Campbell, Margaret Breuninger, Rob Gimigliano, Keith Keaveny, Emily Gest

Board Members Absent: Lisa Robb, Jennifer Meyer

Also in attendance: Library Director Patricia Perito, Librarians Augusta Turner and Oz Coto-Chang, Town Liaison Maura Curtin

The meeting was called to order at 7:33 p.m.

Approval of November 4, 2020 Meeting Minutes

There were no comments to the meeting minutes. CC made a motion to accept the meeting minutes from the November meeting. KK seconded the motion. JS abstained. The motion passed.

Finance Committee Report

- KK reviewed the financials and everything looks as expected.
- The Library is still awaiting the second Town allocation payment, which is reflected in the negative income number. PP has submitted the voucher for the payment, and the Town has asked for more specific information. TM owes some bullets about the changes in line items from the FTE to MC.
- On the income statement a gift of \$5000 was received. TM asked if there were restrictions around the spending of that gift. PP noted there are no restrictions and asked if the money should be transferred into the gift account. It was agreed that the money should be moved to the gift account.
- KK pointed out the negative income statement for the year, but noted that most of that is due to the construction grant spend from 2020, which was received and

recorded in a prior year. The net income is reflected correctly and rectified on the balance sheet.

- The construction grant balance (the final 10%) is paid after the final grant report is submitted and accepted by the NYS Division of Library Development.

CC made a motion to approve the YTD financials through November 27, 2020. MB seconded and the motion passed.

2021 Budget Update

- TM reported that changes were made to the original budget submission. The FTE request has been removed. There was a 2% COLA increase added. Due to the removal of the FTE, there were budgeted hours added to the part-time librarian line item. The Communication Consultant budget were also added back in. The new budget proposal reflects a 4% decrease from the original proposal.
- TM noted that the Library Board does not need to approve the final Budget until January.

EG made a motion to approve the second draft of 2021 proposed budget. CC seconded. The motion passed. The new proposal will be submitted to the Town.

Building and Grounds

- KF noted that the construction has not started on the bathrooms. It is expected to begin Monday, 12/7. The delay was due to sourcing the tile for the project. The construction is expected to take 6-8 weeks, working on two bathrooms at a time.
- PP noted the attic lighting project is almost complete.
- TM asked if RG had heard of any new best practices that would be applicable to the Library.

Communications Committee Report

- MB gave the report and shared the prepared communication should it be needed to roll back services.
- TM asked that the committee also prepare a statement should the Library need to close.
- AT noted notary services could potentially continue curbside should the Library building need to close.
- TM shared the proposed triggers that would result in a roll back to curbside services or a full closure of curbside and browsing closure.
- ACTION ITEM: PP to review written instructions provided to employees if they are notified they need to quarantine.
- PP noted that only 2 libraries are opened beyond curbside south of I-287. AT noted that people from other municipalities are coming into the Library for computer use. TM noted that the Library staff could take some incremental steps before closing the building.
- TM asked PP for a door count to compare the last few weeks.

- There was discussion about how to monitor the rising cases in neighboring municipalities and how the Library should consider rising cases and clusters in those area for rolling back services. TM is going to document the discussed triggers and exceptions and will document them and circulate them to the Board.

Programming

- EG reported that there is no change from November but the committee is planning a meeting with staff Librarians for program planning.
- PP shared that there will ?

Friends' Liaison Report

- TM spoke with JM who reported that the Friends are doing a push for end of year fundraising.

Director's Report

- PP gave her report.
- There will be a new graphic novel club starting soon.
- The Library is exploring ways to bring the story time onto different platforms.
- PP noted that there is concern about doing Animal Embassy programming outdoors, but will work on organizing it on Zoom.
- There will be a Zoom program with a YA author.
- Crafty Adults has started again.
- A 5-part cooking series for adults is starting December 16.
- WLS member Libraries are in discussion with a company that gives author talks and the Pelham Library is scheduled for a March talk.
- A local Scout has approached the Library for his Eagle Scout project. PP spoke with the Scout about a possible story walk. TM asked PP to provide more information to the Board before moving forward with any plans. The priority remains managing services in the current climate.

The next meeting is January 13, 2020.

The meeting was adjourned at 9:12 pm.

Respectfully submitted,

Margaret Breuninger
Treasurer