

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 January 13, 2021 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

January 13, 2021 at 7:30 p.m.

Board Members Present: Terrence Mullan, Emily Gest, Karen Fellner, Lisa Robb, Jennifer Meyer, Catherine Campbell, and Keith Keaveny.

Board Members Absent: Judy Shampanier, Margaret Breuninger, and Rob Gimigliano.

Also in attendance: Library Director Patricia Perito, Librarians Augusta Turner, Gail Vidales, and Town Liaison Maura Curtin.

The meeting was called to order at 7:40 p.m.

Approval of December 2, 2020 Meeting Minutes

Discussion about edits to minutes. Director Perito will draft a bullet to correct an item to the minutes that will be submitted at the next Board meeting.

CC moved to approve. KK seconded. Motion approved unanimously.

Finance Committee Report

- KK shared that the town allocation for the fourth quarter came in that will cover payroll, and a second allocation for the year to cover operating expenses and communication consultant. Everything is squared away.

Expenses:

- There was a planned overage in computer hardware & software for new laptops and monitors with webcams and microphones. Overage will be covered by collections.
- Another minor overage for \$80 that will be covered from collections?
- TM asked PP about outstanding invoices from 2020.
- PP said this was the last invoice from 2020, in past years serials (subscriptions) were sometimes pre-paid but that was not done this year, which may have contributed to being under budget. She also mentioned that some stools still need to be delivered.

Library came under budget from what was proposed due to COVID-related closures.

- TM asked for a motion to approve the 12/31/20 Balance sheet and year to date actuals; JM moved and CC seconded. Motion passed unanimously.
- TM asked KK to review suggested changes to Draft Budget from Dec. Board meeting.
 - Reduced revenue from the Friends. Hopefully, 2021 that funding will return.
 - We removed the FT librarian role in 2021 and we hope to have that funding restored in 2022.
 - TM asked PP if she had updates to the numbers, and she said she didn't.
 - KK said when we met with the town they had our budget at \$650, but looks like they found the additional \$17K so we did not have to edit our budget again.

KK made a motion to approve; CC seconded. Motion passed unanimously.

Building and Grounds

- KF reported that one unisex and kids' bathrooms are under construction. Contractor was asked to add insulation in cold bathrooms and to help reduce noise.
- PP shared there was one operating bathroom for patrons.
- PP said lighting in the attic is complete, staff is appreciative for the change. She will reach out after the meeting for another lighting issue.

Communications

- No report.

Friends' Liaison Report

- JM said Friends' fundraising appeal was higher than last year. They have six openings on their board. They voted to give the library \$62K and hope to give more money in 2021.
- Novel night is up in the air. Sept. potentially; they will decide the first quarter of this year.
- PP asked if the dollar amount was correct because she thought it was \$60K. JM said she would double check but she thought the amount was \$15,500 a quarter.
- KK said he would take \$2K from Fines line and move to Friends line.
- PP asked if the MOU with Friends would be changed given the dollar amount is lower this year.
- CC confirmed that there is no need to change the MOU because it is not specific to a dollar amount. JM will share that information with the Friends.

Personnel Committee Report

- CC turned over the report to PP, who recommended that the Board appoint Daniel Mignault as PT Library Clerk position at \$14.50/hour after an employee resigned at the end of December. He is attending library school and has experience as a camp counselor. He is a Pelham library user and a resident of New Rochelle.

CC moved to approve the recommendation; KK second. Motion passed unanimously.

Planning Grant Update

- LR said due to various laws, the Library cannot get a line of credit to pre-fund the state grant and the Town is not ready or able to give the Library the pre-seed grant.
- LR we need to figure out how to find a \$50K collateral partner.
- TM asked LR to connect with JM about this need. It was too late to insert in the 2020 process a special fundraising cause or event in addition to Novel Night.

Programming

- EG shared some details about Dec. Program Committee meeting in which the librarians brainstormed about upcoming programs and discussed targeting specific audiences and if there were local influencers who could help augment attendance.
 - The Library needs help finding a speaker for Black History Month and New Year and Juneteenth, and Margaret suggested they also focus on Chinese New Year. We also suggested the staff explore online advertising with Facebook to promote programs. We look forward to hearing more details about programs that are planned for the rest of the year.
- PP added that the Book Ya Ya collaborative author talk program may do a program in February. In general, it is difficult to get large numbers of people to attend authors programs. They may do a Feb program. She added that a Zentangles drawing program and Crafty Adults did well, that they were providing materials for a PTA newsletter. Other upcoming programs include a Jan. 28. Author talk on Raising a Reader; Kids Crafts on Jan 19, Feb 23, March 23 with a librarian who is also an arts educator working with Oz.
- AT added that book clubs for adults are more popular than ever.

President's Report

- TM noted that the Library is still curbside-only after a COVID-19 exposure. He reviewed metrics for offering curbside services, closing the Library and reopening and noted that it had been updated to reflect the latest federal and state guidance re: 10-day quarantine.
- EG and TM noted data about increased vaccination rates, declining C-19 positivity rates, and the CDC's revised quarantine period -- from 14 to 10 days -- after exposure.
- TM noted that the Board and staff would revisit the guidelines for curbside-only and patron-browsing on a regular basis.
- KK asked TM to explain the chart, and asked PP and AT if they had an updated list for which libraries were closed, open or offering curbside.
- PP said the number of libraries that were curbside was about the same as it had been in Dec.
- KK asked how long the Pelham library was closed since the exposure.
- PP said they were closed for a week and then reopened with a different group of people who had not been exposed. She noted that the 10 day-quarantine was worrisome to her because someone could test positive 11, 12, 13, 14 days after exposure.
- LR noted that the federal and state guidelines will evolve as we go through the pandemic. It is important that the library staff know that the Library Director is comfortable with following state and federal guidelines for COVID-19-related quarantine and that the Board wants to adhere to the safest way to do business.

- TM said the Board would keep a close eye on the guidelines and we will revisit at the next meeting, March.
- PP said she would have liked to have had a February meeting. TM said the leadership group would take that up.
- AT expressed concerns about new strains of the virus and concerns about having patrons back in the library. AT noted that many area libraries are only open for curbside pick-up, that the town government is closed and the librarians don't feel safe, and have to eat lunch in the children's room. She also spoke with State Sen. Biaggi about whether her offices were open. She said the staff is not comfortable having patrons
- LR asked where the directive came from to open back up fully. AT answered the Trustees.
- KK said things were looking good, the library opened back up, then there was a second wave, positive case, closed the library, and then resumed curbside. Now we need to decide if we want to resume having patrons in the building.
- EG asked if there were door counts pre-closure to see how many people were using the library.
- AT said it was hard to compile because they were simultaneously providing curbside service.
- TM said based on the grid of dates set by Tricia, the library would return to curbside this week but Tricia asked for an extension, which was approved. He noted that if following the grid, they could still remain curbside. He noted that the Trustees asked to set up these guidelines in Dec. so we could have consistency and that the Trustees had asked for door counts as well.
- EG asked if there was a way to track curbside v browsing.
- MC: Safety is priority and don't want to put people's health in jeopardy. She noted that all court appearances are virtual and court employees as well as other staff take turns going to town hall because the quarters are tight. She noted that State Sen. Biaggi's business can be conducted virtually -- calls, text, zooms, etc. -- so it's not an apples to apples comparison with library services. She also said she did not want the patrons or staff to be at risk of C-19 but in order to utilize the library people need to be able to access it at a reduced schedule.
- TM referenced earlier discussions and suggestions about ways library staff could minimize their exposure and thereby allay their concerns, by reducing or directing the flow of traffic, similar to how DeCicco grocery store limits the number of people in the store and has placed directional signs on the floor, among other tactics. He asked PP if the leadership team had discussed what would be implemented once the library returns in person.
- PP said not yet but that she had some ideas.
- TM stressed the importance of consistency and that she should work on her reopening plan to present to the Executive Board.
- KK suggested closing the library to patrons makes staff feel better than the library should remain curbside. But, he noted that, hypothetically, if the library had been closed the day when the sick employee was in the building, then we'd have the same outcome - we'd have to close. He noted that feeling safe and being safe don't always go together.
- PP asked that the guidelines be added to the minutes.
- AT asked about the date to re-open. TM said PP had provided the re-opening date.

- TM said the original library closure was keyed to the exposure but now we are reacting to the school closure.
- PP said she misunderstood the guidelines but now she understands and the Library will remain curbside only for another week.

EG moved to accept the guidelines; JM seconded. Unanimous vote to approve.

	Employee Tests Positive	Pelham School District Full Close	VOP or VOPM Yellow Cluster	VOP or VOPM Orange Cluster	VOP or VOPM Red Cluster	Contiguous Community's Yellow Cluster	Contiguous Community's Orange Cluster	Contiguous Community's Red Cluster	Town of Pelham Discretion
Curbside Only	N/A	Yes	Yes	N/A	N/A	N/A	Yes	N/A	Yes
Full Close (no browsing or curbside)	Yes	N/A	N/A	Yes	Yes	N/A	N/A	Yes	Yes
Return to Curbside	N/A	N/A	N/A	+ 7 Days after 'Back to Green'	+ 7 Days after 'Back to Green'	N/A	N/A	+ 7 Days after 'Back to Yellow'	+ 7 Days after Approval to Return to Curbside
Return to Full Open	Follow CDC 7 or 10 Day Guidance (assumes no cluster)	+10 Days after First Day Returned to School	+10 Days after 'Back to Green'	+10 Days after 'Back to Green'	+10 Days after 'Back to Green'	N/A	+10 Days after 'Back to Green'	+10 Days after 'Back to Green'	+10 Days after Approval to Return to Open
Notes:									
"Back to Green" = removal of NYS Cluster status									
+14 Days Return to School is first available return to Open; Decision to return to Full Open is at TOPPL Board discretion and will be made based on extent of schools re-opened									
Contiguous Communities to the Town of Pelham include: New Rochelle, Mt Vernon and the Bronx									

- Next steps: PP will share her plans for reopening. Members of the Executive Board will meet to further discuss the matter.

Director’s Report

- PP announced an ongoing wellness program including 15 minute programs for busy people, chair yoga and stress reducing techniques. Other programs include the author of “Kamala’s Way; “a graphic novel club using the online ebook platform; and comic illustration for kids. They are looking into birding and nature programs to provide outdoor, socially distanced programs.
- AT said they are working to promote story time on Zoom v Facebook Live. Kids are more interactive, kids talking, staying longer, etc., when story time is on Zoom. PP said it is still under-utilized.
- PP said they had some attendance numbers when they had staff able to greet visitors but it was difficult to track due to other staff responsibilities. Visitor numbers are down. Door counters are difficult for them to use and will be revisited during the Operating Plan.
- EG suggested that the librarians could track the number of curbside deliveries the librarians make from the door counter numbers to help give them a better idea of patron usage when the library reopens to patrons.
- PP dropped off due to Wi-Fi connection issues.

Meeting Adjourned at 9:26 p.m.

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is March 3, 2021.