

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 Open Meetings Law (as extended), the Town of Pelham Public Library Board Meeting scheduled for October 7, 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

October 7, 2020 at 7:30 p.m.

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

### **Board Members Absent:**

**Also in attendance:** Library Director Patricia Perito, Librarian Augusta Turner, Town Liaison Maura Curtin

The meeting was called to order at 7:35 p.m.

### **Approval of September 9, 2020 Meeting Minutes**

JS made a motion to approve the minutes as amended, EG seconded and the motion passed.

### **Finance Committee Report**

- KK reviewed the financials. The Friends' contribution came in reflecting the last payment for 2020.
- The water line item is at budget for the year, and as was previously mentioned this line item is expected to go over for the year.
- The income is slightly negative for the year but not a concern at this time.
- On the balance sheet, KK noted the net income line is off by 4 dollars.
- TM inquired about the payroll line item and KK noted that for this year the overall number includes benefits but the line item only reflect the payroll. This will be rectified when we receive actuals from Town.

LR made motion to approve the financials year to date through October 2, 2020. CC seconded and the motion was passed.

KK made a motion move \$750 from building and maintenance repairs to cover the expected overage of the water line item. MB seconded and the motion passed.

### **Action Item: Proposed Operating Budget 2021**

- TM noted that the Friends' contribution for 2021 will be reduced by \$20,000.

- EG asked what fundraising activities the Friends are doing in 2020 without Novel Night. JM noted that there is a mail campaign, and the Friends have participated in CouchFest. The Friends are currently looking into many options for Novel Night in 2021.
- KK walked through the proposed operating budget document. Three revenue changes include the reduced Friends contribution, a reduced fines line item, and an increase of 6.4% from 2020.
- One payroll budget change reflects the minimum wage compliance.
- There is also proposed budget for a replacement clerk and more part-time Librarian hours.
- There are other increases reflecting forecasted expenses for water and cleaning, as well as changes to internet and wireless due to WLS changes.
- In total, the proposal is a 2.6% increase over the 2020 operating budget.
- CC asked if the unfilled F/T Librarian role is still part of the 2021 budget. KK noted that it is included and that it was previously justified pre-COVID. TM, MC, PP and KK expect there will be much discussion about this at the budget meeting with the Town on October 14, 2020.
- TM noted that the FT role was part of the previous budget, and that the part-time Librarian hours is a significant increase. TM asked PP what the hours are needed for. PP noted that the hours would be to help offset vacation and sick time absences, and to help support the reference desk during programming.
- After discussion, PP confirmed the requested PT Librarian hours would also equate to an additional PT Librarian headcount. CC, TM and KK confirmed the Finance and Personnel Committees were unaware that additional PT hours added to budget were for purpose of hiring a PT Librarian .
- In supporting her request for PT Librarian post, PP noted that it is not appropriate to rely on temp Librarians to cover Librarian vacation or overtime; CC pointed out that the Library's standing policy has been for exactly this coverage model over the last six years during her tenure.
- KK questioned whether a PT Librarian could be removed if the FT Librarian was subsequently hired; PP responded this would not be possible due to Civil Service rules.
- The Board discussed the need for PT Librarian head versus the full time role. There was also discussion about how current staff and resources are being used as the building is open at reduced hours to the public. KK noted that he asked PP to look at each individual line item to see where money should be shifted based on the Library's 2021 expected activities.

LR made a motion to accept the first draft of a 2021 operating budget to be submitted to the town on October 14, 2021. KK seconded and the motion passed.

#### Building and Grounds

- KF noted that we had not heard from the Town if we were able to move forward with the building grant. TM reported that MC submitted a report to for the Town review. AT reported that the Town did approve the grant at their meeting.
- PP reported that she reached out the HVAC company and a meeting is scheduled for this coming Friday to put in new HEPA filters. TM asked PP about air purifiers, and PP said she was going to look into it. TM asked PP to have documentation and a funding request ready for the November meeting.

#### Communications Committee Report

- MB reported the Library is now on Instagram.

#### Personnel Committee Report

- PP requested the hiring of an additional substitute clerk at a rate figured for that position at \$13.77 per hour for up to 7 hours per week.
- KK made a motion to offer the role of substitute clerk to Gail Vidales effective immediately. CC seconded and the motion passed.

#### Planning Grant Update

- LR gave a brief update on a \$50,000 grant awarded, earlier in 2020, to the Library by the State. The public grant funds are to assist the Library with program and facility planning. The Library applied for support in 2019 through the office of NY State Senator Biaggi. To better understand the grant, LR spoke on behalf of the Board to Ms. Jordine Jones Chief of Staff to Sen. Biaggi. LR learned it is a reimbursable grant issued through Dormitory Authority of NY (DASNY). Once the contract (grant) is awarded, the Library may hire a qualified consultant of their choosing to perform the work.
- LR and JM have looked at the form and would like to review with CC before the next Board meeting.
- TM asked if there was a deadline. LR noted the application must be submitted before March 31, 2021, the end of the 2020/21 NY state fiscal year.

#### Director's Report

- PP noted and gave her report on how the WLS wireless contract plan is changing.
- The Library is looking into offering computer access to patrons during select hours.
- TM noted the number of Patrons increased while the number of curbside pickups is declining. TM asked what is the timeline for increasing hours of building access for patrons. PP noted that she is discussing increasing on weekends and afternoons. PP needs to consult the staff and make the plan, TM asked for a timeline at the November meeting.

The meeting was adjourned at 9:42 PM.

Next Meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is November 4.