

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 November 4, 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

November 4, 2020 at 7:30 p.m.

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

**Board Members Absent:** Judy Shampanier

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

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

**Approval of October 7, 2020 Meeting Minutes**

There were no comments to the meeting minutes. EG made a motion to accept the meeting minutes from the October meeting, CC seconded the motion. The motion passed.

**Finance Committee Report**

- KK reviewed the financials. A state aid payment arrived and was \$1100 lower than expected but not a concern at this time.
- On the expense side, KK noted that the Library will have to discuss the funding of professional services line item with the Town, due to the added hours of the Communications Consultant from June 1 through Sept 1. The added hours were needed for the additional communications needs around the COVID reopening plan. The Library had to use the consultant because the full time librarian was not hired in 2020, which would have been a payroll expense, rather than the expense from the Library's operating account. KK will work with bookkeeping to document all the information for the Town and have an official number at the next meeting. PP noted that the Town payments come in during April and October, and reflect the allocation less payroll. TM asked if there were places to curb spending now to offset the cost of the Communications Consultant. KK noted that the

spend is not an overage and that the spend was made with funds that were bookmarked for payroll for the FTE.

- KK noted that the construction work is reflected as an expense.
- On the balance sheet, the money from the Capital account was moved for the construction and that is reflected on the balance sheet.
- PP noted that the new budget shows the reforecasted version, and PP noted that she worked with the bookkeeper to get payroll taxes and benefits (not including NYSLRS) into the budget.
- TM asked for the figure that would reflect the payroll and benefits savings to the Town due to not making the FTE hire. KK said he would look for the figure.

JM made a motion to approve the YTD financials through Oct 29, 2020. CC seconded and the motion passed.

### **Building and Grounds**

- PP expects the building for the bathroom to start in two weeks. PP obtained a building permit. PP does not know how long the project will take. TM asked in what order the project will be completed. PP will send an email with the details to the Board. TM thanked KF for creating the drawings for the bathroom.
- KF reported that she met with PP in October to discuss special projects (e.g. lighting, carpet, furniture).
- TM reminded the Board that PP had an action item to identify the needs for air filtration by room in the Library. There are new filters that have been installed, there are economizers on the HVAC and the fans are on. And based on the changes, PP thinks the air quality will improve. Air purifiers are on order for the offices and staff room. PP identified an air purifier for the programming room as well. The larger rooms would require a commercial size purifier and would be costly. TM said the program room should be on the backburner, but there should be more thinking about the main room.
- PP identified a need for attic lighting and got a quote. PP would like to pay for the new lighting from the Building, Maintenance and Repair line item. TM asked if there were any current commitments for the existing budgeted amount. The quote does not include any permits fees. KK noted that there is enough money on that line item to cover the expense.

LR made a motion to approve the spending of \$925 for the attic lighting plus permits, patching and painting. KK seconded the motion. The motion was approved.

- PP noted that the Library is looking to purchase three stools. PP would like to move \$350 out of the Library collections line item into the equipment line item to cover the cost. TM asked if it was possible to use the building maintenance line item and PP said yes.

### **Communications Committee Report**

- MB gave a report. The Library saw an uptick in newsletter subscribers due to K Day.
- The Library had a presence at the Pelham Market on 10/18. It was a connection to the community on a personal level, which is more difficult due to COVID-19. The Library will hopefully have an appearance again in the Spring.
- TM asked PP to come to the Library meeting with a list of communication mediums so that the Board can understand where communications are landing.

### **Friends' Liaison Report**

- JM reported that the Friends will meet next week. They are currently using Facebook with the hashtag #lovethelibrary encouraging people to make donations. LR asked if it was appropriate for Board members to participate and solicit donation. CC recommended that individual Trustees err on the side of caution as NY law does not permit the Board to publicly ask for donations.

### **President's Report**

- PP and TM met with the Town Board on October 14 to discuss the 2021 budget. There was discussion around operations in 2020 and future plans to transition to more open door hours through the end of the year.

#### Action Item: 2021 Board Meeting Dates

- The Board reviewed the proposed dates for Board meetings in 2021.

JM made a motion to approve the 2021 Board meeting dates. MB seconded and the motion passed.

#### Action Item: 2021 Library Closings and Holidays

- PP had prepared a proposed list of Library Closings and Holidays. In 2020 the Board approved 10 paid holidays and 2 half days, 9 official holidays and one floating holiday.
- The proposal for 2021 includes 10 paid holidays, including half days. TM noted that Juneteenth is an official state holiday starting in 2021. EG noted that many companies are now offering it as a holiday.
- The Board discussed whether Columbus Day should be a floating holiday or if the Library should be closed. As discussed last year, Trustees felt the building should be open.
- EG noted that regardless of if the Library is open or closed, the Library should coordinate programming around Juneteenth.

KK made a motion to approve the proposed holiday closing with the amended Juneteenth as a full paid Library holiday and making Columbus Day a floating holiday, resulting in 10 full paid days and 2 ½ days. MB seconded and the motion passed.

## **Director's Report**

- PP reported that the Library has purchased a green screen and ring light for better virtual programming. PP reported that the Library will try to do zoom and Facebook live at the same time and is exploring YouTube.
- New programs include craft projects to take home to work on over zoom.
- On circulation, PP noted that Pelham's circulation is ranked 27<sup>th</sup> of 38 libraries.
- TM asked about programming and where the Library average is overall compared to where it was a few months ago. TM asked if there had been a decline.
- EG asked if there were plans for any in person programs and PP said that was not the current direction.
- TM asked about the 30 minute time frame for being in the Library and PP said the plan is to keep that for now.
- AT noted that adult programs are in real time and kids programs are on Facebook live and can be viewed after the original broadcast.
- TM asked for a more detailed update at the next meeting.
- EG asked what other Libraries are doing and PP said some did outdoor programming, which TM noted was suggested by the Board over the summer.

## **Planning Grant Update**

- JM discussed how she and LR worked to establish a scope of work to spend the \$50,000 Biaggi grant funds.
- Since the grant is reimbursable, JM and LR suggest getting a line of credit to put out the money before it is reimbursed.
- KK noted that there are likely interest fees and cost to get a line of credit.
- LR asked if the bookkeeper could call the Library's bank to get an understanding of what the cost might be.
- TM noted that any draws from the line of credit would require the approval of the Board.
- PP asked how long the Board would need the line of credit. JM noted that the line of credit could possibly encompass future phases of the project.
- CC noted that in order to apply the grant, the Library will need to show that there is funding for the grant.
- There was a discussion about how much to apply for. At this time, the thinking is just to move forward with the initial \$50,000 and inquire if it would be possible in the future to increase a line of credit should the Library need it.
- KK asked if engaging with this exploration meant a commitment to move forward with a large-scale project, and LR noted that this was more exploratory.
- TM reminded the Board that any project would be complex due to the Library's location on the flood plane and building requirements.

EG made a motion for the Grant Improvement Committee to start down the path of the application for a letter of credit collateralized by the state grant application not to exceed \$50K to move forward the scope of work. KK seconded and the motion passed.

PP asked how long the Library would need the credit, but since the credit would be paid back by the grant that answer is not entirely clear at this time.

The next meeting is December 2, 2020.

The meeting was adjourned at 9:22 pm.

Respectfully submitted,

Margaret Breuninger

Treasurer