

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

530 Colonial Avenue

Pelham, NY 10803

July 8, 2020

Due to the Novel Coronavirus (COVID-19) Emergency and State bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending certain aspects of the Open Meetings Law relating to in-person attendance, and extended by subsequent Executive Order 202.28 issued on July 6, 2020, the Town of Pelham Public Library Board Meeting scheduled for July 8, 2020 at 7:00 p.m. Eastern Time (US and Canada), was held electronically via video and conference call on Zoom.

**Board Members Present:** Keith Keaveny, Catherine Campbell, Margaret Breuninger, Terrence Mullan, Judy Shampanier, Sandy Angevine, Emily Gest, Jennifer Meyer, Rob Gimigliano (end of finance report)

**Board Members Absent:** Karen Fellner, Lisa Robb

**Also in attendance:** Library Director Patricia Perito, Librarians Augusta Turner, Oswaldo Coto-Chang, and Ruth Koningsburg, Circ staff members Irene Kobziar and Maureen Annunziata, Town Trustee Maura Curtin. The meeting was called to order at 7:33 PM.

Approval of May 6 Meeting Minutes

CC asked for a clarification in the May 6 President's Report. TM asked PP to connect with Personnel Committee regarding the Managing Librarian title and role. KK made a motion to approve the meeting minutes as amended, JS seconded the motion. The motion was passed.

Finance Committee Report

Financials of July 2, 2020

- KK reviewed the financials. The Friends Contribution for 20,500 came in, as well as the Town Allocation.
- The expenses sheet looks in line and ahead of schedule.
- The payroll line is at 32% of planned spend, but that number does not reflect benefits, which is not kept on the Library budget financials. PP noted that there are plans to meet with Town regarding putting the benefits in the Library's budget financials. KK asked to be kept in the loop on this.
- There was a \$500 spend from the Kavanagh grant for a mah jong program, and a \$638 spend toward the WLS construction grant.
- KK reported the balance sheet looks in order.

SA made a motion to approve the actual YTD financials for July, JS seconded the motion. The motion passed.

### Operating Budget 2020

- KK will be working reforecasting the 2020 budget which he will have at the next meeting. He does not anticipate the Library's total spend to change.

### Safety Ad Hoc Committee Report

#### Phased Re-Opening Plan

- TM asked PP to give a current assessment of what the Library is currently doing, and asked what phase of the reopening plan the Library is moving towards.
- PP said the Library is in Stage 2 of the reopening plan. The Library has been doing curbside pickup for two weeks. Staff is in the building working in shifts to maintain 50% capacity. Some staff still work at home to minimize the staff in building at a time. WLS has reintroduced interlibrary loan with deliveries six days a week. Holds are now being put together by staff and coordinated for pickup with patrons. WLS has technology to make this process digital, however there are still kinks being worked out.
- TM asked about volume of pickups and checkouts. PP did not have exact volume numbers. She noted the staff has narrowed the holds list from 25 pages to 5. IK noted that on July 8 there were 18 pickups which is the high end, on average it is about 15 or so a day.
- TM noted that the Governor has the Library's region moving into Phase 4 of the state reopening. TM asked PP if there is a date to begin allowing patrons in the building. PP said there is no date yet, and that few libraries have opened the building and that some directors are taking the next few weeks to plan for limited in-building services.
- TM asked what libraries have moved to stage 3. PP noted Mamaroneck, Pound Ridge, and Montrose have opened for some in-building services.
- The safety glass has been installed in the building. PP noted that there needs to be some sort of barrier around the reference desk. TM said we can deprioritize that desk being open. PP noted that the desk is necessary to have people do their jobs due to the connectivity and software at that desk and to maintain the required social distancing amongst staff in the building
- PP noted that the Library needs signage and needs furniture moved off the floor. PP also noted the need of PPE, like gloves. EG asked about the efficacy of gloves and MB asked if there were best practices from professional organizations. PP and AT said there was not, but they noted that the staff would be touching quarantined books.
- TM asked about signage. PP received a contact from a colleague about signage and will be contacting the vendor about signage. AT noted that there will need to be signage regarding mask usage.
- PP also noted she needs floor decals. TM asked if she had thought about single flow through the Library, and PP said it may be difficult but will work on scenarios.

- JS asked how masks and number of people will be enforced in the Library. PP said that the Library would have to have staff at the door or be by appointment only. AT noted that it may be prudent to be appointment only due to the small size and possible construction. CC noted that she has heard of other libraries opening for in-patron use on a limited base. CC also noted that the Library is not a business but a public service and advocates that the Library do everything that they can. KK recommended a test period where the Library opens up by appointment to see behavior.
- TM and SA commented that PP needs to put together a timeline for Stage 3 and provide a date to the board.
- SA asked PP for a point of view for how many people will be allowed in at a time.
- TM asked how appointments would be made and how they would be managed. And SA noted that appointments be overcomplicating the matter.
- JS noted that there needs to be communication to patrons that they should not be coming to linger in the Library.

RG asked if there was any requirement to track patrons for possible "contract tracing." PP and CC did not know if there was a legal requirement.

Building and Grounds

Grant update

- TM gave a status on the 2018 WLS construction grant which was intended to refurbish the bathrooms. The Town has asked that the Library look to push the construction until 2021. PP created a note with feedback as to why the Library construction should continue. The Town came back with a suggestion that the Library help fund the project for 2020 with funds from the capital account. The suggestion is that the Library pay for \$25,000 and the Town \$10,000.
- KK noted that the capital account shows \$65,000 but \$35,000 of that is from New York State, so the actual balance is about \$25,000 and this would bring the account to zero. KK noted that the Town committed a budget amount and with the re-forecasted budget the spend may be under what was planned.
- MC noted that the Town would be responsible for emergency spending over \$300. TM noted that the capital account is the money that Board controls for emergencies, and that there could be issues in the future if there is no money in the future for the Board to spend.
- TM called for a sub-committee of Buildings and Grounds and Finance to discuss and pull together documents for the Town.

Communications Committee Report

MB gave her report and noted that RK is continuing to message to the community via email and social media about curbside pickup and notary services.

### Personnel Committee Report

Ruth Konigsburg started as part-time librarian on June 1 following the recommendation of the Committee and Board

KK made a motion to appoint Ruth Konigsberg to the position of part time librarian with an hourly rate of \$25, effective June 1. JM seconded. The motion passed.

The personnel committee made a recommendation to amend Ruth's contract to add an additional \$1,071 each month beginning on June 1 through December 2020, unless the Library should move to a stage 5 reopening in 2020. This was recommended by the personnel committee and TM.

JS made a motion to approve the additional compensation to RK as. SA seconded the motion. The motion passed.

### Friends' Liaison Report

- JM announced that the Friends confirmed that Novel Night is moved to 2021.
- The Friends are hoping to have another fundraising event in the fall.
- The Friends have spoken with the Board about adjusting the MOU for the agreed upon quarterly donation. The change would be from \$20,000 per quarter to \$15,000 per quarter. MB asked if that would be in 2020 or 2021, and it is TM's understanding that this would be for 2021 but that is not confirmed.
- JM reported that they have spoken about the Library's 25<sup>th</sup> anniversary as a possible tie in for a fall/winter fundraiser.

### President's Report

- TM mentioned that 3 Board members terms would be expiring in September. TM, LR and KF have all served partial terms.
- TM shared the status of the discussions with State Sen. Biaggi's office regarding grant funding to explore a possible build out of the Library. TM reported that the grant had been selected to move forward to applying for funding. TM will be asking LR and JM to take the lead in generating the grant application.

### Director's Report

- PP would like to move ahead with the new cleaning contract so that the Library could be cleaned 6 days a week.
- PP has reached out to Buildings and Grounds regarding the filters in the HVAC. RG noted they could talk offline but noted that it depends on what the equipment could handle.
- PP recognized with AT, RK, and OCC for the summer reading programs and noted the cooperation with the local schools and the chamber of commerce.
- There is an upcoming program about honeybees for kids with a beekeeper John Gallagher.

- RK is offering reading clubs for 7<sup>th</sup> and 8<sup>th</sup> graders. RK also worked on a no-wait reading list.

The meeting adjourned at 9:24PM.

Respectfully submitted,

Margaret Breuninger  
Secretary