

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

530 Colonial Avenue
Pelham, NY 10803
May 6, 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, the Town of Pelham Public Library Board Meeting scheduled for May 6, 2020 at 7:30 p.m. Eastern Time (US and Canada), was held electronically via video and conference call on Zoom instead of a public meeting open for the public to attend in-person. Members of the public were able to view or listen to the Board meeting by joining the Zoom meeting.

Board Members Present: Keith Keaveny, Karen Fellner, Catherine Campbell, Margaret Breuninger, Terrence Mullan, Judy Shampianier, Sandy Angevine, Lisa Robb, Jennifer Meyer, Emily Gest, Rob Gimigliano (arrived during program committee)

Board Members Absent:

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

The meeting was called to order at 7:32 PM.

Minutes

JS made a motion to approve the minutes from the April 1, 2020 meeting. CC seconded the motion. The motion to approve the minutes passed.

Finance Committee

- KK reviewed the financials.
- On the income statement, there has been no revenue from fines due to COVID-19 and donations are down.
- The payroll is lower than what has been budgeted because the full-time hire has not been brought on yet.
- KK to follow up with PP and MC regarding following up on a payroll benefit line item, working with the Town and the Auditor.
- The website re-launch hours were reflected on the "Other" expense item.
- KK noted the professional services line item is over because we still have the Communications Consultant on board when it was expected that the Library would have a full-time hire by now.

LR made a motion to accept the financials YTD. SA seconded. The motion passed.

KK noted that he will work on adding an additional column so Trustees can see where each line item is expected to be, as well as the actual.

Safety Ad Hoc Committee

- KF did drawings of proposed changes to circulation desk and shared with the Trustees. The changes being proposed to help protect patrons and staff, using sneeze barriers at different parts of the library.
- TM asked if there is a document with individual steps the Library would have to take to move towards a reopening. PP has been working on this with WLS and hopes to share something in about a week. KF has also been pulling together a list of possible additions that are touchless/microbial etc. that will be shared Buildings & Grounds.
- There was discussion about where libraries fit in the state-wide phased reopening plan, and at this time it is believed that the Library is part of Phase 4.

Buildings and Grounds

- There was one bid submitted for FY2018/19 NYS Construction Grant for work on the Library bathrooms. The closing date for the bid was Monday, May 4th. A legal notice was run in LoHud on April 16, 2020.
- Buildings and Grounds will identify next steps as to when construction can start. PP has inquired with the State about an extension given the short time frame for project completion.

Communications Committee

- Library has been messaging more frequently on social media and website.
- MB proposed that the communications committee work with safety ad hoc on messaging for reopening, including an FAQ document.
- LR asked if WLS would be developing standards that might be communicated and PP said she would share what is posted.
- MB and EG said they would assist with messaging for signage, etc for patrons as the Library moves towards a reopening.

Programs

- TM asked about participation in programs. PP shared a virtual programming sheet with the Program committee. The state has said that the virtual programs may not be counted in the counts for the Annual Report, 2020.
- Some of the virtual programming participation has been disappointing.
- Book clubs are doing well.
- Services have done really well, including the notary services.
- PP has noted several people on the steps and benches using the Library's WIFI.

Novel Night/Friends report

- The decision about Novel Night has been moved to the end of the month. They are currently looking at options. If Novel Night is moved, there are considerations for the Library and the budget process. There was discussion of a fall fundraiser and the Library's 25th anniversary.

President's Report

- TM wanted everyone to be aware of the new legal document service and based on community feedback, TM asks that the Library staff stays connected as new services are being selected and offered.

Update from Patricia Perito

- PP shared three ideas for 2020 Construction grant ideas. There is not currently agreement on whether or not a grant application will be submitted.
- The WLS shared app developer is offering new modules, which include curbside pickup and self-checkout. PP hopes to have more information on this at the next meeting.
- As part of a reopening plan, PP is looking into offering expanded hours as part of a reopening schedule in order to staggering staff in the building.
- PP completed the AUD. PP asked if it should be submitted or if the submissions should wait until the audit is complete. KK noted that the auditors will likely have changes and if it can wait, it should.
- PP has developed a list of questions that should be considered as part of a reopening document.
- PP proposed investing in a WIFI hotspot pilot project using gift money to help provide internet access to people in the community who might need it. It was noted that the Library priority is the reopening plan and PP should focus on that rather than investigating the hotspot pilot.

JS made a motion to move into executive session to discuss matters leading to the appointment, employment, and/or promotion of a particular person and JM seconded and the board moved into executive session at 9:03 PM.

MB made a motion to exit executive session, EG seconded. The board exited executive session at 9:44.

EG noted that it would be wise to have part-time staff document how they spend time.

Meeting adjourned at 9:44 PM.

Next meeting: The next regular meeting of the Town of Pelham Public Library Board of Trustees is Wednesday, July 8, 2020

Respectfully submitted,

Margaret Breuninger
Secretary

Addendum:

- KK to follow up with PP regarding following up on a payroll benefit line item, working with the Town and the Auditor.
- Buildings and Grounds will identify next steps as to when construction can start on bathrooms.