

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 March 3, 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

March 3, 2021 at 7:30 p.m.

Board Members Present: Terrence Mullan, Judy Shampanier, Catherine Campbell, Margaret Breuninger, Rob Gimigliano, Keith Keaveny, Lisa Robb, Jennifer Meyer, **Karen Fellner** (Joined at 8:07)

Board Members Absent: Emily Gest

Also in attendance: Library Director Patricia Perito, Librarian Augusta Turner, Town Liaison Maura Curtin, Gail Vidales, Matt Michailoff

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

Approval of January 13, 2021 Meeting Minutes

TM will send PP the closure grid to include in the minutes and language regarding Zoom will be added. LR made a motion to accept the meeting minutes from the January meeting. KK seconded the motion. MB and JS abstained. The motion passed.

Finance Committee Report

- PP and GV shared the financials as of Dec 31, 2020 that included reconciled payroll. The change was minor but the numbers do now reflect the Town records.

KK made a motion to approve the YTD financials through Dec 31, 2020. JS seconded and the motion passed.

- KK discussed the financials as of Feb 26, 2021.
- There were a few large expenditures. One was the WLS payment was about \$20K and the construction grant payment of about \$32K.
- There was an anonymous donation of \$5000 and a \$2000 donation from the Klein Foundation.

- The Friends Contribution was received and will be reflected in next month's financial statement.
- Line items on the budget seem in order.

LR made a motion to approve the YTD financials through Feb 26, 2021. CC seconded and the motion passed.

2021 Budget Update

- KK circulated a new draft budget to make the change associated with the increase in the Friends contribution.

JM made a motion to accept the 2021 operating budget. KK seconded and the motion passed.

Building and Grounds

- RG gave an update on the four-bathroom project. RG reported that he had performed an on-site review of the work 2-1/2 weeks previously, and at that time informed PP that 1 bathroom only needed a threshold strip and would then be functional, thus allowing patron use of the Library. At that time, RG recommended to PP to prioritize completion of the threshold in order to re-open the Library to patron use. RG also recommended to PP to immediately begin a punch list of the work that is needed to get the bathroom work completed. RG suggested that the next payment not be made until there are some complete and operating restrooms. RG reported the bathrooms do look good.
- TM noted the bathrooms are the reason the Library has not reopened to patrons. RG said the threshold trip hazard has been corrected and there is a functional bathroom.
- PP noted that the Pelham Manor Village Manager was contacted for an inspection of the first bathroom, which should be completed by Friday 3/5.
- The Director's plan as of the time of this meeting is that the Library will be open for browsing on Monday 3/8.

Eagle Scout Project

- Eagle Scout candidate Matt Michailoff presented his Eagle Scout project proposal to the Library Board. He is proposing a sustainable and environmental planting, including a sensory garden. The garden would include a variety of plants that appeal to people's senses with native and non-invasive plants. He also proposed moving shrubs and plants that are crowded at certain spots of the property. He explained that the project is aimed at benefit the community through a public service project that provides as asset to the community. The Board ask questions about the project.

MB made a motion to approve the Eagle Scout project, JS seconded. The motion to approve the Eagle Scout project was approved.

Communications Committee Report

- MB gave a report.
- The Committee is working on an email blast to inform the community that the Library has reopened to the public.
- The Library has also done communications around programs and specific resources around Women's History Month.
- The committee met with PP about the strategic operating plan.

Friends' Liaison Report

- The Friends are working on possibilities for Novel Night this November to be able to execute this year.

Policy Committee Report

- CC presented the committee's work on the Public Employer Health Emergency Plan. The plan is designed to echo the plans of the Town of Pelham.
- One part of the plan involves procuring and stocking PPE, and CC was wondering if this Town could manage that aspect for the Library. MC said she would discuss with the Town.
- TM asked how frequently the policy needed to be updated. CC noted that the law does not require an update, but is subject to CDC guidelines.
- JS noted that it makes sense to review annually, and CC will add to the policy chart. TM said that this document can be updated at the March meeting annually.

JM made a motion to approve the Public Employer Health Emergency Plan for Town of Pelham Public Library. KK seconded. The motion passed.

Open/Closing Grid

- TM reviewed the closing grid.
- MB asked if the state was still working on the micro-cluster strategy and TM noted that the Westchester grid still shows the clusters.
- PP notes that the reopen would include 20 minutes for browsing and notary services. Congregating or sitting are not permitted.
- LR noted that Librarians have not been made eligible for the vaccine.
- MC said she would send a note to George Latimer re: vaccines.

JS made a motion to approve the curbside, browsing, open and close grid. LR seconded. The motion passed.

Operating Plan

- PP explained the Library is required to have a current operating plan as part of the NYS Library minimum standards. The PPL's last operating plan expired in 2018.
- PP drafted a variance letter to NYS explaining the need for a variance for PPL's expired operating plan and has submitted this letter to WLS for their review.

- As stated in the variance letter, the goal is for the Board to finalize a new 5 year operating plan by the July Board meeting of the Trustees.
- PP reported she met with the Programming and Communications committees regarding their sections of the new operating plan.
- TM will work with PP on language and status of the variance letter. TM noted that the Library has submitted supplemental goals as part of budget planning with the Town each year.
- KK made some language suggestions and feedback around discussing the audits in the variance letter.
- PP will add verbiage to the variance letter about the supplemental plans and edit the line about the audits.

JS made a motion to accept the variance letter with the proposed revisions. KK seconded and the motion passed.

Director's Report

- PP gave her report.
- Jilsana Bakry has resigned as Library Page. PP spoke with CC about hiring a part-time clerk (open line in budget) instead of a page as a replacement for Jilsana. To date, there are 5-10 applicants for the part-time clerk position.
- The 2020 Audit has started with PKF O'Connor Davies.
- The Annual Report has been pushed back to April 1. PP working on the other sections and will have for review to Trustees soon.
- PP received good feedback about Programs, including the Craft Adults programs.
- PP hopes to be hosting some programs outside soon.
- PP also noted that some programs have been co-hosted with other Libraries including White Plains and Greenburg.
- Battle of the Books will be returning this year.
- PP reviewed the program attendance data. In the Pre-K programs there is a variation in attendance data due to the move from Facebook to Zoom.
- AT noted there was great attendance in February with partnership programs, crafts, and book clubs.
- JM asked for the next program report to show attendance for year over year that includes pre-pandemic data on attendance.
- Circulation data shows the Library was down at just about half year over year. TM asked if Children's circulation was down significantly, and PP said she will compare and take a closer look. LR was also curious about the data types for the different circulations, including print and e-book circulation.
- The staff is still weeding the collection. MB asked when this phase of weeding will be complete. PP will communicate a date that the weeding will be complete.

The next meeting is April 7, 2021.

The meeting was adjourned at 9:15 pm.

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Respectfully submitted,

Margaret Breuninger
Secretary