

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

530 Colonial Avenue  
Pelham, NY 10803  
April 11, 2020

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, the Town of Pelham Public Library Board Meeting scheduled for April 1, 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, Catherine Campbell, Margaret Breuninger, Terrence Mullan, Judy Shampanier, Sandy Angevine, Emily Gest, Lisa Robb, Rob Gimigliano, Jennifer Meyer

**Board Members Absent:** Karen Fellner

**Also in attendance:** Town Supervisor Dan McLaughlin, Library Director Patricia Perito, Adult Services Librarian Augusta Turner, Irene Kobziar, Maureen Annunziata

The meeting was called to order at **7:31 PM**.

### **Minutes**

JM made a motion to approve the minutes from the March 11 meeting, KK seconded. JS and MB abstained since they were not present at the March 11 meeting but the motion passed.

### **Finance Committee Report**

- KK noted that the fines for the month were down, as expected due to closure. The committee will monitor this part of the income and it was noted that this line item may come in under budget.
- The professional services line item is due to the Library still carrying the cost of the communications consultant line item, because it was expected that there would be a full-time hire at this time.
- There was a donation from the Klein Foundation for Battle of the Books.
- The invoice for the website redesign was paid.
- JS noted that in lieu of COVID-19 there may not be a Novel Night in 2020, so there may be considerations for budget.

EG made a motion to approve the March financials. LR seconded and the motion was approved.

### **Update from Patricia Perito**

- Librarians Augusta and Oz can provide notary services virtually.
- Wednesday story time has been held virtually the last two weeks on Facebook and may move to Zoom.

- Bilingual story time will be held on Zoom.
- Augusta will lead after dark book club on Zoom. There have been other “quarantine book clubs” added as well for adults, teens and grade school.
- EG asked if there would be a special email announcing these book clubs and PP said she would speak to Ruth about it.
- TM asked if there would be more programs added, and could staff at home be repurposed to offer more. PP said she would ask the staff. There was discussion about doing more and getting more creative with the story times.
- Oz and Augusta are continuing to order materials so that WLS can catalog them.
- Three employees have virtual desktops with access to WLS software.
- Librarians are also compiling lists of reliable resources to put online.
- During all of this, the Library website re-launched and a press release on the new logo was distributed to local outlets and picked up by Pelham Examiner.
- Irene is checking the book drop and dates materials for quarantine purposes.
- Library cards are still being issued. There have been questions for new cards, help with pins, and help learning how to access the Library resources online, and advice on what to read.
- LR noted that State Sen. Biaggi noted resources from NYPL, and PP noted that they will be reaching out as well.
- Bookkeeping is still happening.
- PT staff members are helping to source questions for Battle of Books, and are doing online webinars.
- EG asked about e-book queries, and AT noted that she is redirecting resources to capture as much as they can. EG asked if there was any way to quantify how this is being done to note how the Library can meet community need.

#### **Communications Committee**

- The website launched on Sunday, March 15, and as noted, a press release was circulated. EG worked with the Library staff on the communications around COVID-19.

#### **Novel Night/Friends report**

- TM asked JS if the Friends were planning on skipping Novel Night or move to odd years. Since Novel Night is usually in November, there are concerns over being able to scale the night to meet the 800-900 seats that are usually expected. JM noted that there was hope that Trustees would host, so JM will ask at the next meeting of the Friends on April 20.

#### **Personnel Committee**

- PP has received 4 applications for the full-time position that was advertised and they were passed along to the committee.

LR made a motion, CC seconded and the motion to move to Executive Session was approved. The Board went into Executive Session.

The Board exited Executive Session at 9:12 PM.

JM asked about how the Board will be notified regarding reopening. The Library is assuming that the closure will last until April 15. JM what the steps are to reopen. PP noted that there would need to be a deep clean, and then the books currently being

returned would need to be checked in. It was noted that this would likely be a few days of work.

Meeting adjourned at 9:17 PM.

**Next meeting:** The next regular meeting of the Town of Pelham Public Library Board of Trustees is May 6, 2020

Respectfully submitted,

Margaret Breuninger  
Secretary