

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, Sarah Buterbaugh, Jennifer Citrolo, John Guzewich, Suzanna Frosch, Paul Riccobono, Margaret Cook, Kathryn Shattuck, Maria Gagliardi

EXCUSED:

ABSENT: Christopher Keywork

Marjorie called the meeting to order at 7:39pm

Margaret to approve the minutes from the 4/16/20 meeting. Suzanna seconded. All in favor.

COMBINED LIBRARIAN'S, BUDGET AND BUILDING REPORTS – by Maria

Online programs have been popular.

- For the children: Sing and Sign with Chloe, Story time via YouTube, Math Club, Harry Potter Week and tutoring sessions. Tutoring is by one of our librarians who is also a certified teacher in New York State.
- For the adults: The Artists Way, which had the highest participation ever since people could join from farther away online; a book club with the librarian at the Tappan Library and the very popular online Friday Yoga . Former employee, Marie Firestone's granddaughter, Carly had an online art exhibit and we have another one up also.
- Summer Reading for the kids will be done via an app called Read Squared, which helps keep track of reading milestones. There will be a Story Walk at Tallman Park (where pages of a book are spread out across a path which is geared for younger children and parents). They can read the story as they walk along in the park. We are promoting "1,000 Books Before Kindergarten" for the very young kids. There will only be two program collaborations among the South Orangetown libraries this year, which are Turtle Dance Music and Story Crafters.
- We are not doing summer reading programs for the adults or older kids this year.

Re-Opening Plan (official opening document shared with all)

- The library will re-open in stages and we are currently in Stage 1, which is preparing to open. We have purchased many necessary supplies. A Plexiglas screen has been set up at the circulation desk and there is a book shed in the back parking lot, which is currently housing free items for patrons but will later be used for item pick up when we re-open.
- Beginning June 15th we will offer curbside pick up from 11am to 6pm. Patrons who can't make those hours can pick up their items from the shed.
- Cleaning protocols are rigorous, take time and must be certified daily. The staff must be properly trained since we cannot afford to have the cleaning company come in daily to do the extra work.
- We start with curbside service, then move on to make the building available by appointment service, then we hope to start letting people into the building by August 1st. This would be the point where part time staff can potentially return. Since curbside hours are limited and part

time staff works mainly evening and weekend hours, it doesn't make sense for them to return prior to this.

- We need to monitor how many people are in the building since we need to comply with capacity limits for each floor or area. We will need to add signage and mark the floors.
- Hopefully at some point things will go back to normal and we can resume in person programming, but that seems like a distant thing right now.

Financials: The Operating Budget reflects most areas being close to budget. Our payroll numbers are off as the QuickBooks payroll downloads from our payroll company don't properly reflect the CARES Act Employee Retention Credit. We did receive about a \$4,400 credit, but it's not reflected in our account balance. It will be corrected with a future download.

Building:

- We have had quite a bit of landscaping work done by two companies, although we haven't received any bills yet. Weeding, various clean-ups, Fertilizer and mulch were put down. We were working with Steve Binder from B&B Sweet. He retired and sold the company to his main worker, Joaquin Luna, and now the company is called Luna Landscaping.
- Maria reviewed the O&R project work that has been ongoing for quite some time. The last hold up was that O&R didn't bring over the correct three phases of power required for our elevator when they originally completed the work, which was discovered by our electrician. We had to wait to have it redone by O&R. The latest hold up is that we are currently waiting for a different landscaper to come and dig a trench from the new O&R installed power box to the building so the electrician can complete the work.
- The elevator grant paperwork submitted to the state has been delayed due to the pandemic. The elevator work was estimated at \$80,000 and the grant, if approved, would cover approximately half. It was decided that we would wait until we hear more from the state on the status of the grant before proceeding with any work.

NEW BUSINESS

Marjorie mentioned the formation of a Communications Committee. This would be a group that would write and update the libraries messages and communications to the community about how the library runs, including library funding, status of projects, etc.. Basically all the things that need to be effectively communicated to the community through a thought out plan. For example, with the upcoming budget cycle, maybe there are things we can communicate to the public that we haven't in the past that would ultimately help with whatever direction the future consolidation talks move toward. Should our voice be our own or unified with Orangeburg and Tappan? These are all things that the committee would need to consider.

Margaret moved to go into executive session to discuss a personnel issue, after which the meeting would immediately adjourn. Paul seconded. All in favor.

The meeting ended at 8:14pm

Next Meeting Scheduled for Wednesday, September 9th at 7:30pm