

## MEETING MINUTES

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

GUEST: Grace Riario, RCLS

EXCUSED: Christopher Keywork

ABSENT:

Maria began the Facebook livestream at 7:33pm

Marjorie called the meeting to order at 7:33pm

Marjorie introduced Grace and Grace reported:

- Grace has been the Executive Director of RCLS for a year now.
- For 2019/2020 Maria has secured \$70,000 in grant money to help fund the HVAC project, congratulations!
- RCLS is working on their plan of service and would love to have Trustee input for that process. They have set up 4 separate sessions at various times to hopefully accommodate most schedules.
- RCLS has received cuts from NYS as have all libraries and schools. They lost 20%, which equates to \$400,000. RCLS is expecting another 35% cut in 2021. This first cut didn't really result in any increased costs to the member libraries. They will have some funds left over for 2021, but in 2022, the libraries will need to be on board to provide additional funding of their services.
- If the Federal Government doesn't step up to help NYS, then these cuts will stand.
- Grace really just wanted all trustees to be able to put a face to her name and hope that this information will prompt trustees to sign up for a Focus Group session regarding the RCLS Plan of Service. Grace thanked everyone for having her and left the meeting.

**Suzanna moved to approve the minutes from the 9/09/20 meeting. John seconded. All in favor.**

Maria opened with an update on COVID-19, even though it was not on the agenda. She wanted to discuss the uptick in current cases in and around Palisades. Many of our neighboring libraries have moved back to curbside only service as they saw a large influx of people when Finkelstein Library was ordered to close. We have not seen any increase in people coming in to use the library and therefore feel safe.

Jen Citrolo indicated that she was not aware of any particular threshold the school district was targeting for a COVID related closing and going completely remote.

Maria was not sure if schools going 100% remote would be the same trigger for the library as it initially was, but she will continue to monitor the situation and keep everyone updated.

Maria updated the Remote Work Policy that had some updates from the first that was really focused on working from home due to the pandemic. This update is very similar but addresses who is eligible to work from home and how it works. However, she realized she sent the wrong one and resent the correct one just before the meeting. It was agreed to postpone a vote on the new document until everyone has had a chance to review it.

Maria noted that we had 2 new employees, Emily Nevill (Adult Services Librarian) and Carly Campos (Youth Services Librarian). Carly has conducted a couple virtual story time programs and also had one very successful in person Story Time (18 attendees) in the park in Sparkill at the playground. This was probably the highest number of attendees for a program like this that didn't include the pre-school class that had been attending in the past. We also had a Joint Scavenger Hunt with the Mighty Five Libraries. The only ongoing adult program is the Yoga series.

Maria indicated the audit required approval. The pandemic delayed the audit being completed. Paul asked for an explanation of the restricted donor funds. Maria indicated that they were funds that have been set up for some time. There was an official friends group and that fund was started with proceeds from the plant sales beginning in the 1950's. Because the funds were not taxpayer dollars and were not specifically donations, they were set aside in a different fund. If a friends group was ever started again, they should be able to take over and manage the fund. The Dorothy Davis was money that was given to the library from the estate of Dorothy Davis. The poetry fund was set up in the 1970's and the money just grew. The library purchased poetry books for years, but that was done with the account interest. The library has done a couple of poetry slams with funds from this account. The fund manager decided the poetry account was too small to manage and released the funds to the library to manage. The Historic fund was something that was originally managed by Alice Gerard, but now the library handles it and it is for printing local history books. Proceeds from book sales go back into the fund. Since the restriction on each of these funds was put in place by the board, the board would have to make a motion to unrestrict the funds to use them for a different purpose.

Maria suggested adding money to the Capital Account as the HVAC work emptied out that account, or setting up some other fund for building funds.

Maria indicated that the trench was dug today and there is a possibility that we could have this work completed by the end of the year. If so, there will be a party!

**Suzanna moved to add \$80,000 to the Capital Account. Marjorie seconded. All in favor.**

**John moved to approve the audit. Marjorie seconded. All in favor.**

Paul went over the building walk through with Seth (contractor). The first priority should be the rotten window trim throughout the building. The outside railing needs to be painted. The exhaust fan for the bathroom arrived, but it was too large, so we will have to source another. We didn't talk about the water pump while on site, but Seth mentioned it will be a very viable solution to fix the cascading effect of the existing pump set up. This can happen in conjunction with the pending elevator work.

There is also some rotted siding that needs to be addressed. Paul believes this will be included in Seth's quote to the library.

Since this work is considered maintenance, Maria indicated there are not any grants to apply for. Maria will research if any of this work needs to be brought up to the historic board for review. This work will most likely be done in the spring. We hope to see a proposal before year end.

**Margaret moved to amend the By-Laws to have the trustee count reduced from 9 to 7. Suzanna seconded. All in favor. This is the second time this motion has carried.**

There was some general discussion of the RCLS budget.

**Kathryn moved to approve the RCLS budget for 2021. John seconded. All in favor.**

**Marjorie moved to go into Executive Session to discuss possible new Board members. John seconded. All in favor.**

The meeting adjourned at 8:16 pm

Next Meeting Scheduled for Wednesday, December 9<sup>th</sup> at 7:30pm