

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, John Guzewich, Sarah Buterbaugh, Kathryn Shattuck, Paul Riccobono, Christopher Keywork, Maria Gagliardi

EXCUSED: Margaret Cook, Jennifer Citrolo, Suzanna Frosch

ABSENT:

Marjorie called the meeting to order at 7:33pm

Kathryn Shattuck noted that she was in attendance at the meeting on 6/24/20, where the minutes noted her as "Absent".

**John moved to approve the minutes from the 6/10/20 meeting and the minutes from the 6/24/20 meeting, as amended by Kathryn. Sara seconded. All in favor.**

Maria began with the librarian's report:

- 4 of the 14 Youth Services position applicants were interviewed. A final hire is pending.
- 8 of the 30 applicants for the Adult Services position were interviewed. Emily Nevill accepted the position and will begin work on 9/28/20.
- Both positions were advertised in multiple locations: RCLS, NYLA website, Bergen County Cooperative System, Westchester Library System and local library schools.

**Christopher moved to adopt the Compensation Time Policy (see attached). John seconded. All in favor.**

- The only ongoing program is yoga classes on Fridays. We ran 2 virtual book clubs over the summer with the Tappan Library.
- Summer Reading was not very popular this year. The pandemic combined with not having a children's librarian were big contributors. The Storywalk in Tallman Park was a success and we will repeat this next year. Zoom programs for children were not popular.
- We are doing a joint scavenger hunt with the Mighty Five libraries.
- Due to a hole in staffing and poor late evening attendance, it was agreed to close the library at 8pm Monday to Thursday and have the staff remain for 15 minutes to clean. Friday and Saturday the library would remain open until 5pm, with staff staying the 15 minutes to clean. The shortened weekday evening hours will be revisited at the December meeting.
- It was agreed that Sunday hours would be delayed until October.

Maria reviewed the following with regard to the Operating Budget Report:

- We received a credit of \$19,930 through the Employee Retention Credit
- We saved \$8,380 by furloughing staff. We have not heard from NYS Unemployment regarding any owed payments.
- We spent \$2,944 on COVID-19 related expenses. The NYS Insurance Fund may be offering some kind of refund/reimbursement of COVID-related expenses.
- We are on track to save \$3,000 this year in utility expenses as compared to 2018 (the last full year with the old HVAC system).

Christopher indicated we were under budget in the above areas and all looked good.

## Building Report

- The library was without power for 3 days due to the hurricane.
- 18" of standing water collected in the elevator shaft and was pumped out by the fire dept.
  - The Building Committee discussed installing a natural gas generator (location would need to be approved by the Historical Board) to run a few essentials in order of importance:
    - Sump pumps (also looking into water powered pumps)
    - Outdoor outlets for cell phone charging
    - Wifi for parking lot
    - Telephones
    - Circulation Computer – would allow curbside service
- Electrical Service – waiting on landscaper to trench from the O&R box to the library building so the electrician can complete the work.
- Have not received word from NYS about the grant application for the elevator
- The Building Committee should meet again to identify building maintenance issues for 2021.
- The Building Committee will meet Tuesday 9/15 at 5pm for a walk through of the property.

Marjorie filled everyone in on the last meeting with Teresa Kenney and the Board. The library asked for a 2% increase, but we hope for 0%. Blauvelt and Orangeburg asked for 0% and Tappan asked for 2.5%. Nothing is moving forward with regard to redistricting. Marjorie felt the best way to go would be a school district, but Blauvelt and Piermont would have to join. The Supervisor's budget is due on October 15<sup>th</sup> and we will seriously need to rethink things if we get a cut.

## Nominating Committee

4 trustee terms expire at the end of this year. Do we want to consider bringing on only 2 and reduce the number of trustees from nine to seven? Anyone currently on is welcome to stay.

**Sara moved to amend the By-Laws to have the trustee count reduced from 9 to 7. Paul seconded. All in favor. This motion must carry a second time to officially pass.**

Marjorie and Paul volunteered for the Nominating Committee. They will put out feelers for potential candidates.

The meeting adjourned at 8:10 pm

Next Meeting Scheduled for Wednesday, October 14<sup>th</sup> at 7:30pm