

## MEETING MINUTES

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

EXCUSED: Jennifer Citrolo, David Englander

ABSENT: Christopher Keywork

Marjorie called the meeting to order at 7:33pm

**Suzanna moved to approve the minutes from the 2/11/20 meeting. John seconded. All in favor.**

Marjorie indicated that due to health reasons, David Englander needed to resign from the Board and that Kathryn Shattuck, a former member of the library board, has offered to fill David's vacated spot.

**Margaret moved to accept David Englander's resignation from the Board. Sarah seconded. All in favor.**

Marjorie detailed a brief history of Kathryn's bio.

**Marjorie moved to accept Kathryn Shattuck filling the remaining two year term of David Englander's seat. Margaret seconded. All in favor.**

Kathryn Shattuck joined the meeting at 7:37pm

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

The building has been closed to the public since March 13<sup>th</sup>.

- The staff is working from home, on e-blasts, blogs, emailed reference work and answering telephone calls between 11am-5pm.
- We have done a couple of virtual story times and have a couple programs coming up that have been switched to online.
- Anya is planning a virtual artist's way program to begin in the next several weeks.
- Marjorie asked if we could look into doing a virtual fiction book club, which Anya will add to the program roster. Maria indicated a few avenues to access multiple copies of books for this purpose.
- Being only a couple months into the year, we are on track with the budget.
- We received a bill from the lawyers and for doing the special district and our share of the lawyer's bill was \$2,092, which was very fair. This will probably be all we are going to incur from the lawyers this year.
- With the whole new HVAC system, the budget was a little tough to predict. We are using more on the electric side, as the upstairs system was switched from gas to electric. We are about \$600 higher than predicted, but with the building unoccupied for some time now and the temperature set at 60 degrees, we should be in a good place.
- The cleaners are cleaning the carpets next week and will clean the windows the following week.
- We recently replaced a sump pump in the elevator shaft.
- We are trying to move forward with the electrical service project (burying the wires underground and reconnecting those to the building but) but need to make sure we are compliant with all the new rules of social distancing on construction projects.

- The library did hire Ritchie Rasmussen of Personalized Landscaping who will be working with our regular electrician on this project.

## **New Business**

Marjorie indicated there were new procedures and policies to review and adopt.

**Marjorie moved to authorize the Director, Maria Gagliardi to use Online Banking with Sterling Bank for the following activities:**

- 1. Ability to review accounts activity**
- 2. Retrieve bank statements**
- 3. Initiate bill payments.**

**These rights shall remain in effect until state, county or local officials lift social distancing restrictions for the COVID-19 pandemic or until the Board of Trustees rescinds authorization. Suzanna seconded. All in favor.**

Marjorie asked for an overview of the Pandemic Policy from Maria.

Maria's overview included: When a pandemic is declared by local county or state officials, this policy would go into effect and it basically says the library Director may close, reduce operating hours, or limit services temporarily in the event there is not sufficient staff. It details what minimum staff levels are and also designates essential employees, the Director, Head of Adult Services, Head of Circulation and the Children's Librarian. It also designates an order of succession if the Director is unable to perform his or her duties. Head of Adult Services would act as Director, if Head of Adult Services couldn't, then Head of Circulation would act as Director. The power to transfer money would stay with the Board of Trustees. Then it also covers different priorities of services, the possibility of previously approved time off requests being rescinded, and if deemed necessary by the Board, non-essential staff may be laid off.

**Marjorie moved to adopt the Pandemic Policy and the Remote Work Policy. Margaret seconded. All in favor.**

**The Board went into Executive Session to discuss personnel issues at 7:49pm**

**This was a virtual meeting recorded and transcribed following the meeting by Debbie Firestone, not in attendance.**

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