

MEETING MINUTES

PRESENT: Marjorie Galen, presiding, John Guzewich, Sarah Buterbaugh, Paul Riccobono, Suzanna Frosch, Jennifer Citrolo, Margaret Cook, Maria Gagliardi, Debbie Firestone - recording

EXCUSED: Christopher Keywork, Kathryn Shattuck

ABSENT:

Maria began the Facebook livestream at 7:38pm

Marjorie called the meeting to order at 7:38pm

Paul moved to approve the minutes from the 10/14/20 meeting. Suzanna seconded. All in favor.

LIBRARIAN'S REPORT by Maria

Operating hours - It is still very slow in the evenings and recommends keeping the weekday closing at 8pm. The board will revisit this issue when we are not under any emergency orders or when we can allow patrons in the building for longer periods.

Fine Free – we reviewed a report of all items checked out and it did not seem as if there was any severe abuse of people keeping items for longer periods due to no fines. Should we continue fine free into 2021? The consensus was to do so.

Policy Updates:

- We are close to our Green Business certification. We added land use information into our policy which covered mulching in place and watching invasive species on the property (ie wild mustard plant)

Marjorie moved to approve the Environmental Policy changes as presented. John seconded. All in favor.

- Remote Work Policy amendments reflect the Americans with Disabilities Act. Remote work as an accommodation is not the intention of this policy; it is more for ad hoc arrangements – project work at home, etc. Splashtop is currently used for remote access. All arrangements would require advance approval of Maria.

Pal moved to approve the Remote Work Policy changes as presented. Margaret seconded. All in favor.

- Pandemic policy was just a merge of the document we filed with the county and the one previously approved by the board.

Suzanna moved to approve the Pandemic Policy changes as presented. Marjorie seconded. All in favor.

- Sick Leave policy changes were necessary due to a NYS new law that went into effect as of 9/30/20. If you front load employees sick time, all would receive a minimum of 40 hours. The library is opting to allow current sick time accruals to remain for each employee. Part time employees will begin accruing 1 hour sick leave for every 30 hours worked. Part time employees cannot accrue more than 40 hours. When a new employee joins, they will be front loaded with 8 hours sick leave and then begin accruing as above. The policy remains unchanged for full time staff.

Margaret moved to approve the Sick Leave Policy changes as presented. John seconded. All in favor.

- Our Vacation Policy indicates that Vacation time is on an accrual basis. During furlough, the part time employees would not earn vacation time.

Suzanna moved to approve a one-time exception for part time employees' vacation to accrue as normal through the furlough period and be granted their regular vacation time for 2021. Margaret seconded. All in favor.

FINANCIAL REPORT by Maria

In spite of the pandemic, the financial looks decent. The library:

- received \$19,930 under the CARES Act provisions
- saw a loss of revenue in copy fees and fines
- received \$69,000 from a NYS Construction Grant. We paid a \$37,000 deposit to Liberty Elevator for the pending work
- saw expenses come in under budget on some line items: there were virtually no programs for much of the year, no lawyers' fees as the consolidation is not moving forward, the print newsletter was suspended, some building projects fell by the way side, Paul replaced the bathroom ceiling fan, salaries are under by \$23k, had 2 months of health insurance for one employee instead of 2
- will show an excess balance for the year and this will not be an anomaly for libraries in general this year or we can wait until we receive quotes for all work and then make decisions
- we can focus on project work to utilize the excess funds
- there is approximately at \$10k balance for electric work and another fee for the landscape work that was done for the electric project, we have not received that bill yet
- Seth gave a ball park estimate of \$7-8k, but it wasn't clear exactly what work was included in that number so we will wait for the official estimate

Paul moved and Sarah seconded authorization of the execution of the agreement by and between the Town of Orangetown and Palisades Free Library for term January 1, 2021 to December 31, 2021. All in favor.

NEW BUSINESS

Trustee Election

6 people voted and there were 6 votes for each candidate.

We are losing four trustees this year and need to elect new officers as we are losing 3 of our 4 officers.

Sarah moved and John seconded to approve the slate of officers: Marjorie Galen – President, Margaret Cook – Vice President, Andrew Goffe – Treasurer and Paul Riccobono – Secretary. All in favor.

The first project for the Friends Group will be a new edition of the Pots & Pans recipe book. Ideas include: possible literary tie-in, ad sales to cover the printing cost, sale of book to cover the rest, possible inclusion of family stories. Judy Englander has volunteered.

Can this be done both on-line and print? Jen mentioned a service she has used in the past to put together books "Blurb" that she thought could produce both and might be an option.

Marjorie, Sarah and Margaret formed the official cookbook committee.

Donations received to date, include 27 separate donors for a total of \$4,850

2021 meeting dates were not available, but they are usually the second Wednesday in February, April, June, September, October and December.

The meeting adjourned at 8:27 pm

Next Meeting Scheduled for Wednesday, February 10th at 7:30pm