

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
August 18th 2020
Minutes**

Present: Christine Eggleston, Judy Fiorentino, Bernie Brown, Darsi Reardon, Richard Probert, Briggs McAndrews, Laura Oram

Staff: Katie Riordan

- I. Christine Eggleston called the meeting to order at 4:33 pm.
- II. Last month's board minutes were reviewed. Christine saw there needed to be a change in time and will email Katie about the change. A motion was made by Bernie Brown, seconded by Briggs McAndrews to accept the minutes as amended, unanimously passed and carried.
- III. Correspondence - Christine shared that Bernie has contacted Christine to submit his resignation for the board, effective September 1st, 2020. Bernie has many commitments and needed to trim down, but is still interested and invested in helping the library on special projects.
- IV. Director's Report - Katie shared updates on Fall programming & services. The library will be adding Hoopla to the line-up of digital services, and Katie and Fawn are working on two new passive programs: a book subscription service for adults and tweens/teens and a monthly take and make kits for kids, tweens/teens and adults.

There were no questions as this time about the usage report.

- V. Treasurer's Report - Judy is working on reproducing reports that will come out of Quickbooks to minimize work. The reports Judy included for this month were: Balance Sheet (board can verify that the books are balancing so far this year), Budget Report (used the revised budget to balance against what was spent, evenly divided by 12 months), and Current Accounts (shows where balances are and what bills need to be paid).

A motion was made by Richard, seconded by Bernie to accept the monthly bills, unanimously passed and carried.

- VI. The board voted by email to approve adding Judy Fiorentino to the library's bank accounts. Briggs made a motion to ratify the vote, seconded by Connie Barone, unanimously passed and carried.
- VII. The Board was notified that Bowers would like view only access to the library's account in order to connect the banking to the library's online books. A motion was made by Richard Probert, seconded by Briggs McAndrews to grant them access,

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unanimously passed and carried.

- VIII. Update for Governance committee - The library now has two open board seats that will need to be filled. Christine asked board members to put their thinking caps on and submit suggestions to her.
- IX. Sexual Harassment training - Sexual Harassment Training needs to be updated. Please let Katie know if you need the training or send her a certificate of your most recent training (must be updated every year).
- X. Pandemic Committee Report - The library is readjusting our reopening plans as NYS changes what operating guidance we fell into recently. Work to install security is still in process as well as the sneeze guard. The committee will have recommendations about the next phases of reopening, as well as an amended reopening plan to present to the board at the September 15th meeting.
- XI. Building/Grounds - Bernie updated the board on STAT's quote for installing a new security system that would provide cameras, building monitoring, and an intercom/lock system for the side entry door. Bernie made a motion to authorize up to \$1,500.00 to be spent on the security upgrades, seconded by Christine Eggleston, unanimously passed and carried.
- XII. Exterior Building Work - Briggs presented a couple of projects the board should consider for the building, including pressure washing the exterior, painting the outdoor ramp, and spraying for spiders.

The cost to pressure wash was outside the library's budget and had just recently been done. It was also suggested to hold off painting the ramp until the spring because of the immense amount of wear and tear the ramp sustains during the winter months.

Briggs noted during the discussion of the current building projects that there is a lot of exterior work to be done. The board mentioned needing to survey the ramp and see how many boards need to be replaced and it was noted that the entire ramp will, most likely, need to be replaced within the next few years.

Connie asked if we could look into a more durable material for the ramp to make it last longer. She mentioned the Catholic Church just replaced their ramp. The board noted that there has been discussion of a new schematic design for the for enlarging the lobby and possibly get rid of the ramp.

Richard made a motion to approve the spider treatment, seconded by Briggs McAndrews, unanimously passed and carried.

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- XIII. Elevator Update - Christine has been in contact with North Star Lift in Tully, NY. The company has placed us on the list to have an inspection. The cost should be about \$150 - \$175. Katie asked if we could enter into a service agreement to ensure the elevator is regularly maintained.
- XIV. Annual Fund. Some people have gotten their letter. Richard noted it is vital to have 100% board participation during the annual fund, and it doesn't matter how much you give. Katie will have totals on the Annual Fund for next month.
- XV. Church Construction - Bernie gave an update on the Church construction project next door. The work is a multi-year project to restore the brick, and the project's emphasis is to have little to no impact on the library. At this time, the plan is to have the lift for the brick work on the church property only, weather dependent. This portion of the project should be done by mid-October.
- XVI. The board reviewed the library hours and decided to decrease hours based on limited patron use of the library during the pandemic. The proposed hours are for Tuesday, Wednesday, and Thursday from 1:30 pm - 5:30 pm and Saturday from 10:00 am - 1:00 pm. The hours would go into effect on Tuesday, September 8th, 2020. A motion was made by Briggs, seconded by Bernie Brown to approve the new hours, unanimously passed and carried.
- XVII. The personnel committee met to discuss staffing hours along with library use. With the library seeing a downturn in use, the personnel committee proposes the following: Fawn - 18 hours per week, done in 6.5-hour work shifts that provide a meal break. Katie - 20 hours per week, 8 hours completed at home, one 8-hour shift Saturday, and one 4-hour shift Sunday. Motion made by Bernie to accept the employee change in hours, seconded by Briggs McAndrews, unanimously passed and carried.
- XVIII. Katie asked the board to consider making limited printing services available for patrons who need it at no cost. The board agreed to allow this service on a trial basis, unadvertised until October 15th.
- XIX. Christine updated the board on the last Quilt Show committee meeting. Christine contacted County Health to confirm that the plans laid forth by the committee would be allowable under current guidance with the pandemic and it was approved. The event is a completely self-guided opportunity with the library as a pick-up point for maps.
- XX. Briggs made a motion to adjourn the meeting at 5:45 pm, seconded by Connie Barone, unanimously approved.

The next board meeting will be September 15th at 4:30 pm.