

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 16, 2020
Minutes**

Present: Christine Eggleston, Richard Probert, Connie Barone, Darsi Reardon, Wil Davis, Briggs McAndrews (telephone), Laura Oram (telephone), Bernie Brown (telephone)

Absent:

Staff: Katie Riordan

Guest:

- I. Christine Eggleston called the meeting to order at 4:08 pm.
- II. A motion was made by Darsi to accept the January meeting minutes as presented, seconded by Briggs McAndrews, unanimously passed and carried.
- III. A motion was made by Richard Probert, seconded by Briggs McAndrews to accept the February meeting minutes as presented, unanimously passed and carried.
- IV. A motion was made by Bernie Brown, seconded by Richard Probert, to accept the treasurer's report, unanimously passed and carried.
- V. A motion was made by Bernie Brown, seconded by Briggs McAndrews to pay the monthly bills, unanimously passed and carried.
- VI. Sue dropped off our paperwork for taxes. We also completed the necessary paperwork for the tap cap in relation to the school ballot.
- V. New Business
 - A. Katie reviewed the recommendations she made for library procedures in regards to COVID-19. Darsi's only question was if barring access to the book drop would create a larger mess later than having them slowly come back in. Katie stated that she had look around for the best ways to handle this, and wanted to not overwhelm staff by having to carry in books during the closure and set up a system for books to decontaminate after coming back when we reopen.

Katie also went over her conversations at the system level from the day. She talked to NCLS about what we could do for circulation during the COVID crisis and the system has disabled barring patrons with bills on their accounts or expired cards from the collection. Katie volunteered one of her shifts at the library to answer the service hotline for patrons that need help in regards to digital services.
 - B. Christine noted that Bernie will be heading up the nominating committee for the board.
- VI. Old Business

**HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 16, 2020
Minutes**

- A. Bed Tax Application – Katie submitted a grant for \$1,300 for the bed tax grant. She heard that we got somewhere between \$600-\$800 in funding for our programs.

- B. Ballot Funding – Katie said that our meeting with the school superintendent went well. The school is requesting the library attend an upcoming BOE meeting to talk about our funding model and financial goals for the library. I talked to East Hounsfield and let them know that the cost of the printing for the campaign would be.

VII. Resolutions for Library Operations

- A. Motion made by Darsi to close the facility and suspended face-to-face programming from March 16, 2020 through April 18, 2020, seconded by Wil Davis, unanimously passed and carried.

- B. A motion was made by Richard to open WiFi and lift passwords so patrons in the parking lot can use it, seconded by Darsi Reardon, unanimously passed and carried.

- C. Bernie Brown made a motion to Adjust a portion of the collection budget from traditional to online to accommodate increased use of digital resources in the total of \$500, seconded by Richard Probert, unanimously passed and carried.

- D. Laura made a motion to suspend public meeting rules, while offering the public the option to dial into the meeting via conference phone with minutes getting posted within the next 24 hours, seconded by Darsi Reardon, unanimously passed and carried.

- E. A motion was made by Darsi to approve the staff works from home as proves practical and necessary while time in the library between staff is staggered so no two staff is on premises together, seconded by Wil Davis, unanimously passed and carried, seconded by Wil Davis, unanimously passed and carried.

- F. A motion was made by Briggs McAndrews that the funding from the 2020 poetry program be reallocated as a contingency fund to provide PTO to the programs coordinator in case of sickness, seconded by Richard Probert, unanimously passed and carried.

- G. A motion was made by Darsi to bundle the Library Director's sick leave, personal, and vacation time together under the umbrella term of "Paid Time Off," which will give greater flexibility in how accrued time is used. The five paid legal holidays of Christmas, Memorial Day, Fourth of July, Labor Day, and Thanksgiving Day would remain separate under "Paid Holidays," seconded by Connie Barone, unanimously passed and carried.

VII. Committee Reports

- A. The board and finance committee made a recommendation that the board place a policy to allow the library director the discretion to spend budgeted lines as

HAY MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
March 16, 2020
Minutes

necessary within a \$50.00 overage. Anything that exceeds that will come before the finance committee for consideration. A motion was made by Richard to accept this policy, seconded by Wil Davis, unanimously passed and carried.

- B. Katie noted the events committee will have to postpone the Books Brews and BBQ event due to the COVID pandemic. And Christine shared that the Poetry program will be postponed until next year. All other events are still on the calendar as is and will be reviewed as things become clearer when we get to the date.
- VII. Motion by Richard Probert, seconded by Darsi Reardon, the adjourn the meeting at 5:31 pm.
- VIII. The next HML Board meeting will be April 21st, at 5:00 pm.