

**Board of Trustees
Meeting Minutes
March 25, 2020
4:30 p.m. Virtual GoToMeeting**

Attendance:

Trustees: Ms. Caimano, Ms. Bartlett, Ms. Nemer, Ms. Hogan, Mr. Goralski, Ms. Vanderminden, Ms. Shapiro, Ms. Johnson, Ms. Swanson, and Ms. Eddy.

Absent: Excused: Ms. Rainwater

Absent: Unexcused: Mr. Hazewski, Ms. Barcomb, Mr. Antis

Staff: Ms. Naftaly, Ms. Forshey, Ms. Winters, and Ms. Durett-Clapper

Guests: Cathe Schmitt, Friends of Crandall Public Library; Michael Goot, The Post Star.

1. Call to Order

President Caimano called meeting to order at 4:38 p.m. Quorum established.

2. Public Comment

None.

3. Correspondence and Press (see board pass around file for actual correspondence)

None/Skip.

4. Department Reports

G. Forshey, Assistant Director

Ms. Forshey reported being very busy with E-Resources and getting things set-up remotely to get as many people access to services as possible. Working with other Reference staff members and SALS with OverDrive and TumbleBooks. Polaris blocks have been reduced or eliminated and check-outs have been increased where possible which has increased usage.

On March 24, 2020, the Library went live with offering temporary library cards, which are available for 3-months to people who have never had a library card. There is an on-line application. Patrons will need to come into the Library after the closure to pick up the card with identification. The temporary cards will expire in 3-months if not picked up.

Staff have been monitoring Facebook and other social media messages, which have been account related in nature.

Statistics sheet provided by Ms. Naftaly on E-Resources shows a jump in Hoopla use, as well.

J. Boyer, Head of Adult Services

None/Skip

P. Frazier, Head of Children Services

None/Skip

M. Chandler, Development Director

None/Skip

T. DeGarmo, Folklife Director

None/Skip

5. Friends of Crandall Public Library

None/Skip

6. Approval of Board of Trustee Minutes: February 19, 2020

A **Motion** to approve the Board of Trustee's Minutes of February 19, 2020 that was sent via email was made by Ms. Swanson, seconded by Ms. Bartlett. **Motion** carried unanimously.

7. **Treasurer's Report-February 2020**

Mr. Hazewski not present, report given by Ms. Winters

Majority of Tax revenue is in, total revenue to date is 58% of 2020 budget.

\$25.00 budget revenue modification needed for exceeding Restricted Donations to date.

Expenses running same percentage as previous years, nothing over-extended or over-funded.

Expenses to date about 17% of the 2020 budget year – no budget expense modifications at this time.

A **Motion** to accept the Treasurer's Report and Budget Modification was made by Mr. Goralski and seconded by Ms. Nemer. **Motion** carried unanimously.

8. **Claims Auditor Report**

Mr. Hazewski not present, report given by Ms. Winters

Claims Auditor Report February 15, 2020 and March 11, 2020 bills/payroll. No issues.

A **Motion** was made by Dale Nemer seconded by Ms. Vanderminden. **Motion** carried unanimously.

Mr. Hazewski's office will be a temporary business hub.

Auditor will pick-up and return information for review from/to Mr. Hazewski's office.

Chain of contact is still in place.

Payroll to continue on the 15th and 30th of the month.

9. **Committee Reports**

None.

10. **SALS**

SALS remains in communication.

Ms. Nemer reported on the SALS virtual meeting on 03/17/2020, Pandemic Policy and delivery of books were discussed.

Ms. Naftaly reported receiving a lot of information with regard to changes for Libraries due to the pandemic. It was noted that this information is constantly changing.

11. **Director's Report & Action Items**

Ms. Naftaly introduced Melissa Durett-Clapper new Administrative Assistant.

Ms. Naftaly reported on the following:

Keeping in communication with staff, and has asked staff to keep up with trends.

Noted that the Director's Council meeting from SALS: there are You-Tube videos available for refreshing people's memories on re-stocking shelves. Will send information to Page Supervisors.

The Reference Department is coordinating community groups to make masks for medical personnel.

Questions received on 3-D printer for making masks, unfortunately it does not meet specifications.

Staff continuing to reach out to the community through Facebook and Website:

Recipes

Reading to children

Virtual Field Trips

Local history in time of crisis such that Folklife is documenting #518Rainbow – people in the Glens Falls community and surrounding areas are putting pictures of rainbows in their windows for individuals to enjoy while out walking.

A. Action items:

- To extend closure date for Pandemic Policy until further notice (To Be Determined).

A Motion to extend Pandemic Policy Emergency Closure date from between March 16, 2020 and April 13, 2020 to Emergency Closure date from Between March 16, 2020 and until further notice. Motion made by Ms. Bartlett and seconded by Ms. Swanson. Motion carried unanimously.

12. Old Business

None.

13. New Business

A. Crandall Public Library (CPL) Pandemic Policy [including compensation and remote work policies]

Pandemic Policy was distributed by email prior to meeting.

Discussion on Pandemic, Closure, and Staff working remotely ensued.

Ms. Naftaly had spoken with Warren County Civil Service which is in support of remote work activities.

Staff will need time to get the Library back in order prior to re-opening to the public.

Suggestion for the Board to meet prior to re-opening, Ms. Naftaly stated the decision to re-open could be made by email per Emergency Open Meeting Law.

A **Motion** to adopt the Pandemic Policy was made by Ms. Nemer and seconded by Ms. Shapiro. Ms. Eddy abstained as she had not read the policy. Policy was passed.

Updating the Employee Handbook was revisited by Ms. Caimano. Ms. Naftaly and Ms. Durett-Clapper will work with the Ad Hoc Committee Members: Ms. Shapiro, Ms. Hogan, Ms. Bartlett, Ms. Eddy, Mr. Goralski, and Ms. Nemer on this project.

14. Executive Session (if necessary)

None.

15. Adjournment

Motion to adjourn made by Ms. Hogan and seconded by Mr. Goralski. **Motion** carried unanimously. The meeting adjourned at 5:19 p.m.

**The next Board Meeting
Wednesday April 22,2020
4:30 p.m.
Meeting Method to be Announced**