

The Community Library
Board of Trustees Meeting
August 13, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:02 p.m. Due to the coronavirus, the meeting was held via Zoom. Present: Ruth Ashworth, Fred Barnes, Linda Carpenter, Janice Clark, Harriet Berard, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, John Scott, Julia Walter, Kim Zimmer.

Minutes:

Mr. Barnes made a motion, seconded by Ms. Carpenter, and was unanimously approved to accept the July 2020 minutes.

Communications:

Verizon has notified Ms. Zimmer that a new plan is needed for the library. Ms. Zimmer has received a \$50 donation from SCHOOL as a thank you for the use of the facility.

Director's Report:

The annual state report was returned with questions about 2018-2019 finances. Ms. Zimmer met with Mrs. Lawyer to rectify the details and resubmitted the report. Ms. Zimmer and the staff are continuing to work toward having the building ready to reopen. If a staff member becomes ill, the building will be closed for 96 hours. The air conditioning hasn't been repaired yet, but repairs are in the process. Construction is continuing; the new exterior lighting is being installed this week. Ms. Zimmer has been in phone conversations with Butler, Roland, & Mays regarding the next renovation project. Ms. Zimmer explained that there will be no state aid through MVLS because of the state's financial problems due to Covid 19. However, the construction aid is still available. Ms. Zimmer indicated that curbside service and Overdrive are very active. A representative from MVLS viewed the building and agreed with Ms. Zimmer's plan to move the children's room to the Becker Room. Also, juvenile fiction is being separated from the adult fiction. Ms. Babbage has been working with Harmony Acres and the Studio of Arts & Crafts to create and to provide activity kits for children. Ms. Babbage is also working with teens to create appropriate programs.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-July 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Mr. Barnes made a motion, seconded by Mrs. Ashworth, and was unanimously approved to pay the bills.

Committee Reports:

Facility:

Ms. Zimmer has contracted with Eastern Energy to replace the lighting with LED. The cost is \$6172.53; however, if prepaid, the cost is \$5555.28. The trustees agreed that it was advantageous to prepay the entire cost.

Long-Range:

The committee decided that they will develop five focus groups: staff, board of trustees, children, teens, parents. Each focus group will include community members.

Ms. Zimmer mentioned that beginning in 2021 the state will issue Minimum Standards for Libraries.

Construction:

The exterior improvements are nearing completion.

Mr. Hotopp will contact local landscaping companies regarding new grass and shrubs.

Reopening:

Ms. Zimmer indicated that she is constantly revising the plan as NYS issues new guide lines (restrictions on traveling to other states changes frequently).

Ms. Zimmer is planning to use a “door greeter” to ensure the health and safety of patrons and staff. (Greeters would work two hour shifts and may include trustees)

When the library opens, there will be a limit of ten patrons initially and curbside service will continue.

The reopening date will be determined when construction is completed.

New Business:

The library bond will be due March 2022.

Important Dates:

9/10 1:00 p.m. Next regular trustee meeting

Adjournment:

Mrs. Berard made a motion, seconded by Mrs. Downs, and was unanimously approved to adjourn at 2:10 p.m.

Submitted by Virginia Downs