

CUTCHOQUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, April 20, 2020 @ 6:00 p.m.

Present: Trustees Richard Jordan, President; Wendy Reeve, Vice President; Sara Campbell, Treasurer; Barbara Best, Secretary; Donna Mayne; Raquel Martinez-Fonts; Shannon Simon; Rosemary Winters, Library Director.

1. **Call to order** - As a quorum was present, the meeting was called to order by Richard Jordan, President at 6:02 pm

1. **Adoption of the Agenda** – The President reviewed the Agenda that had been distributed in advance of the meeting. A motion to adopt the agenda was made by Wendy Reeve. The motion was unanimously approved.

2. **Public Expression** – There was no public expression.

3. **Approval of the Minutes** – The minutes of the February 24, 2020 meeting were reviewed and approved. As there were no additions or corrections, Shannon Simon made a motion to approve the minutes. The minutes were approved unanimously.

4. **Financial Reports** – The Library Director presented the financial reports for discussion.
 - a. Treasurer’s Report – The Director reviewed the Treasurer’s Reports for February and March 2020.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Reports for February and March 2020.
 - c. General Fund Warrant – After discussion and review of the disbursements for March and April, a motion to approve the General Fund Warrants dated March 16, 2020 and April 20, 2020 was made by Donna Mayne. The motion was unanimously approved.
 - d. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated February 7, 2020, February 21, 2020, March 6, 2020, and March 20, 2020 was made by Sara Campbell. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated February 7, 2020 were \$34,543.29.
 - ii. Employer Taxes for February 7, 2020 were \$9,854.01.
 - iii. Gross Wages for the payroll dated February 21, 2020 were \$35,973.26.
 - iv. Employer Taxes for February 21, 2020 were \$10,428.63.
 - v. Gross Wages for March 6, 2020 were \$34,888.90.
 - vi. Employer Taxes for March 6, 2020 were \$9,963.90.
 - vii. Gross Wages for March 20, 2020 were \$35,347.21.
 - viii. Employer Taxes for March 20, 2020 were \$10,223,29.

5. **Director’s Report** -- The Library Director presented her report, which is included in these minutes as an addendum. A motion to accept the Director’s report dated April 20, 2020 and the attachments thereto was made by Donna Mayne. The motion was unanimously approved.

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6. Committee Reports (Note: Committees inactive during the month are shown in *italics.*)

- a. Investment Committee, Richard Jordan, Wendy Reeve
See Investment Committee Report included as an Addendum
- b. Nominating Committee, Shannon Simon, Donna Mayne
Board Treasurer Sara Campbell and Board Member Donna Mayne will be serving their second 3-year terms starting July 20, 2020.
- c. Policy Committee, Donna Mayne, Wendy Reeve
- d. Research & Development Committee, Barbara Best, Shannon Simon, Donna Mayne
- e. Building & Grounds Committee, Sara Campbell, Raquel Martinez-Fonts

7. Old Business

in light of the exigencies of the COVID-19 pandemic a motion to respond put forth a resolution canceling the library's annual budget vote originally scheduled for April 7, 2020, leaving the library's tax appropriation for July 1, 2020 – June 30,2021 the same as the current year, was made by Wendy Reeve. The motion carried unanimously.

A motion to approve the following changes to budget lines was made by Shannon Simon. The motion was unanimously approved.

- o **Library Materials & Services**

- § Move \$500 from 6121 (Adult Books) to 6176 (Library of Things)
- § Move \$250 from 6122 (Juvenile Books) to 6176 (Library of Things)
- § Move \$250 from 6123 (Teen Books) to 6176 (Library of Things)
- § Move \$500 from 6130 (Magazine) to 6176 (Library of Things)
- § Move \$300 from 6150 (Adult CD's) to 6176 (Library of Things)

- o **Library Operations**

- § Move \$750 from 6340 (Travel Expense) to 6350 (Continuing Education)
- § Move \$750 from 6351 (Professional Development) to 6350 (Continuing Education)

- o **Capital Outlay**

- § Move \$2,000 from 8030 (Equipment - Furniture & Other) to 6322 (Network & Technology Maintenance)

8. New Business

- a. After previewing a video presentation of the New York State Annual report details, a motion to approve the report was made by Sara Campbell. The motion was unanimously approved.
- b. After discussing COVID-19-related topics (Programming, Staffing, Reopening Plan & Safety Procedures), a motion to reinstate to employees any vacation time they had scheduled during the COVID-19 closure was made by Barbara Best. The rationale being that these employees did not take their planned vacation but instead worked remotely. The motion passed unanimously.

9. Public Expression - There was no Public Expression.

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10. **Adjournment** – There being no further business to come before the Board, Raquel Martinez-Fonts made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 7:07 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: May 18, 2020

Next Trustee meeting: Monday, May 18, 2020 at 6:00 pm
Upcoming Friends of the Library meeting: Monday, May 11, 2020 at 3:00 pm

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Director's Report April 20, 2020

Meetings Attended

- **March 4** – Flu & Other Communicable Disease Training @ SCLS
- **March 11** – Directors Youth Services Committee Meeting @ SCLS
- **March 11** – Directors Adult Services Committee Meeting @ SCLS
- **March 11** – Directors Long Range Planning Committee Meeting @ SCLS
- **March 16 & 23** – Suffolk County Directors Meeting with SCLS & Steve Bellone (phone)
- **March 30, April 6, 13 & 20** – Suffolk County Directors Meeting with SCLS (phone)
- **April 1, 8 & 15** – Northwest Weekly Updates (phone)
- **April 8** – CARE Act & Stimulus Package Webinar
- **April 17** – Directors Zone Meeting (Zoom)

Amazon Smile Account

The Library is registered under Amazon Smile to be a recipient of charitable donations. As an Amazon Smile account holder, Amazon donates .5% of the price of an eligible purchase to a charitable organization of your choice. AmazonSmile is the same as the Amazon that you are accustomed to as far as products, prices and services go. However, many people choose to shop via Amazon Smile rather than the traditional Amazon in order to ensure charitable donations are made with each purchase. The Library is now set up as one of those charitable organizations so that patrons may select it as their organization of choice to donate to upon purchasing.

Local History Project

Our Lady of Ostrabrama is celebrating the 100th Anniversary of the church building. This is a perfect opportunity for the Library to serve those patrons wishing to document and preserve their history. Emma Leaden's undergraduate minor in film studies and Mariella Ostroski's documentation in the local history room will provide an unexpected and unique offering to the community of a video format archive. Mariella and Emma are having a great time collaborating with the 100th Celebration Committee to create content for the church, that will be made available on the Library website.

Lamination Station

The Lamination Station was installed February 21st in the lobby of the library in response to patron requests. This self-serve station provides patrons with the opportunity to laminate documents, business cards, health insurance cards, personal items, etc. for the price of \$0.35 per lamination. Sizes available are 9 x 11.5; 4 x 6; and 2.5 x 4.

3D Printing in the Time of Coronavirus

Suffolk County Libraries as coordinated by SCLS have joined the movement to help in creating protective gear for those on the front-lines in healthcare. The original collaboration began with Stony Brook University providing equipment for over 200 masks daily; the face shield parts are sent to Stony Brook, and the clear shield is put into place onsite and made accessible to healthcare workers. Libraries across Suffolk County provided their 3-D printers to be added to the printing farm, and many other libraries have provided funding for equipment. The Cutchogue New Suffolk Free Library provided \$250.00 towards the cause, and the Southold Rotary provided aid in the purchasing of printing/repair equipment. The full press release is included in your Board Packets. This effort was featured in *Newsday*, and on *News12*. *A big thank you to Roger Reyes and Kevin Verbesey of SCLS for getting libraries involved through shared resources and collaboration. Thank you also to the Southold Rotary for their contribution towards the efforts.*

Special Edition Newsletter

A special edition newsletter was created and distributed via USPS on Thursday, April 2. This newsletter highlights how to access our website and resources; how to reach our staff virtually; how to stay connected via social media outlets, email, chat services; and virtual programming. The newsletter served to promote our vast digital and technology-based resources. *Thank you to the Friends of the Library for supporting the expense amounting to \$1,312.00!*

Director's Report April 20, 2020

Virtual Programming March 13 – March 31

Children March Programs

Program - Children	Date	Attendees	FB likes	FB views	FB shares	FB comment	People Reached	IG likes	IG views	IG shares	IG comment	
Virtual Story Time - MGO	3/19		34	598	0	14	772					
Virtual Story Time - MGO	3/20		14	248	1	8	318					
Virtual Story Time - MGO	28-Mar		21	510	0	5	352					
Virtual Story Time - MGO	3/24		8	148	2	5	298					
Virtual Story Time - MGO	3/27		28	274	2	4	378					
Virtual Craft Program - MGO	3/28		27	272	0	4	378					
Virtual Story Time - EZ	3/30		9	107	0	0	210					
Totals			0	154	2158	8	38	2484	0		0	0

Teen March Programs

Program - Teen	Date	Attendees	FB likes	FB views	FB shares	FB comment	People Reached	IG likes	IG views	IG shares	IG comment
Online Photo Scavenger Hunt	3/20-3/23	1	4		1	0	311	34		0	1
Snarkface Informational Post	3/18 & 3/24	0	7	0	1	0	311	21	0	0	0
Impact of the coronavirus on college admissions- shared E. Hampton	3/24	0	0		0	0	107	13		0	0
Virtual Jigsaw Games	3/27	4	18		4	8	512	34		0	2
NOPO Quarantine Community Service Opportunities	3/31	ongoing	5		0	0	188	22		0	0
Totals			5	32		8	1407	124		0	3

Adult March Programs

Program - Adult	Date	Attendees
Virtual Chair Yoga (Friday) Zoom Class	27-Mar	9
Virtual Dementia Conversations	27-Mar	18
Virtual Effective Communication (Alzheimers)	3/27	18
Totals		45

Virtual Resources

E-Blasts & Social Media Posts (Services & Upcoming Programs)

Resources, Services & Programs E-Content	Date	Attendees	FB likes	FB views	FB shares	FB comment	People Reached	IG likes	IG views	IG shares	IG comment	
RE - Chair Yoga Series Flyer	3/13		8	182	0	0	0					
RE - Sea Side YOGA	3/14		11	289	1	8	223					
RE - Dance RE Flyer	3/15		7	188	0	0	14					
RE - Senior Help Flyer	3/18		5	302	2	8	28					
RE - Spring Photo Contest Flyer	3/17		4	184	1	0	8					
RE - Learning Language Flyer	3/18		3	279	1	8	12	11				
RE - Ancestry Free Access	3/18		3	159	1	8	10	7				
RE - RI Game, Museum/Net. History	3/20		3	188	2	3	18					
RE - Alzheimers Webinar	3/21		1	87	0	0	3					
RE - Fitness Resources	3/22		0	282	2	8	8	15				
RE - Free WiFi in Parking Lot	3/22		12	307	2	2	42	30				
RE - Poster	3/24		1	84	0	0	3	12				
RE - Virtual Assistance	3/25		4	200	2	8	11	10				
RE - Autism email flyer	3/28		5	232	2	8	12					
RE - You Don't Have a Library Card?	3/27		7	82	2	8	182	18				
RE - Pedagogy	3/28		2	180	1	1	17					
RE - Little Libraries	3/29		15	277	2	8	28					
RE - Library Closed Notice	3/30		7	149	0	8	8	26				
RE - Notice to Public	3/31		0	52	0	8	0	52				
E-Blasts (if of resources sent out via email communication)	3/13-3/31	22										
Totals			22	87	2824	21	8	402	184		0	8

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Director's Report April 20, 2020

Virtual Patron Assistance

Chat Box Help

On the main page of the website, Chat Box assistance is available for patrons. Since its integration on March 20, there have been over 50 requests for assistance. If a chat request is missed for any reason, staff are able to respond via email to the inquiry. Of the requests, the majority have been for accessing online resources and/or Overdrive; and the minority have been to set up a new card.

Email Assistance

Two email addresses were set up to aid patrons. For those looking for virtual reference help, they are urged to email askus@cnsfl.org to which we have received and responded to 13 inquiries. For patrons interested in joining our e-blasts distribution list, they are asked to email joinus@cnsfl.org. Many emails are still coming forth through our generic library email cutclib@cnsfl.org or via individual staff.

Phone Call Reference

We are responding to the Library Voicemail inquiries which vary in nature. Since closing the Library received 38 voicemails, all were responded to.

OLD BUSINESS

July 1, 2020-June 30, 2021 Budget

- As discussed, it is the Director's recommendation for the Board to put forth a resolution under *Old Business* cancelling the Library's Annual Budget & Tax Appropriation vote originally scheduled for April 7, 2020 based on exigencies of the COVID-19 Pandemic. This means the Library's tax appropriation would remain the same as the current fiscal year.

Expenses

- The following are recommendations for adjustments to specific budget lines based on anticipated needs; after review the Director requests a Board motion to enact the following changes:
 - Library Materials & Services**
 - Move \$500 from 6121 (Adult Books) to 6176 (Library of Things)
 - Move \$250 from 6122 (Juvenile Books) to 6176 (Library of Things)
 - Move \$250 from 6123 (Teen Books) to 6176 (Library of Things)
 - Move \$500 from 6130 (Magazine) to 6176 (Library of Things)
 - Move \$300 from 6150 (Adult CD's) to 6176 (Library of Things)
 - Library Operations**
 - Move \$750 from 6340 (Travel Expense) to 6350 (Continuing Education)
 - Move \$750 from 6351 (Professional Development) to 6350 (Continuing Education)
 - Capital Outlay**
 - Move \$2,000 from 8030 (Equipment - Furniture & Other) to 6322 (Network & Technology Maintenance)
- The Director will request support for the following expenses from the Friends of the Library, these expenses will be requested as needed:
 - Library Materials & Services**
 - Request \$1,500 for 6171 (Adult Programs)
 - Request \$1,000 for 6172 (Juvenile Programs)
 - Request \$1,000 for 6173 (Teen Programs)
 - Request \$500 for 6370 (Volunteers)

Director's Report April 20, 2020

Revenue

- The Director reviewed anticipated revenue, highlighting the following:
 - **The NYS Budget:**
 - State Library Aid is \$94.1 million, originally Governor Cuomo recommended \$91.6 million which was a \$5 million cut; the Senate & Assembly helped to secure \$2.5 million.
 - Library Construction Aid was cut by \$20 million, and is now set at \$14 million.
 - The Budget will be reviewed and adjusted quarterly.
 - Letters of recognition have been sent to Senator LaValle and Assemblyman Palumbo for their great efforts in restoring funding to Libraries across NYS.
 - **Library Fines & Fees:**
 - \$2,250.00 were expected as a source of revenue for the July 1, 2019 – June 30, 2020
 - The Board of Trustees approved to go fine-free in the 2020-2021 Budget Year; this was publicized in the March Budget Mailings
 - The Director recommends continuing with the decision of going fine free for the 2020-2021 Budget Year.

NEW BUSINESS

NYS Annual Report*

The Director requests a motion to approve the 2019 New York State Annual Report.

Coronavirus (COVID-19)

Programming

- a. All in-person programs are currently cancelled through May 16
- b. The Governor extended the PAUSE program for non-essential businesses on April 16 until May 15
- c. Programming from May 16 through the Summer*
 - i. At this time, the Director recommends a resolution to cancel all in-person programming from May 16 through June 30.
 - ii. The Director recommends the following precautions be taken from July 1 through the end of Summer (it is anticipated the Governor will release specific parameters we must abide by which will supersede the following precautions):
 1. Reduced capacity for events (unless outdoor)
 2. All attendees required to wear a face covering
 3. All programs must have the capability of being offered in a virtual format (when possible), and materials can be provided by curbside pickup for "do-at-home"
 4. Summer Reading Program made available in an online format

Staffing

- d. Personal Time*
 - i. The Director recommends reinstating vacation time that was scheduled during the Library Covid-19 closure based on the understanding that staff have been working from home rather than utilizing their previously scheduled vacation time. Sick time reimbursement is minimal and was decided upon at the March 12, 2020 Emergency Board Meeting.

Director's Report April 20, 2020

Reopening Plan & Safety Procedures

Cleaning

- Professional cleaning from Chem Dry prior to reopening with a focus on sanitizing high-touch areas such as doorknobs, table tops, faucet handles, and handrails. There will be an application of sanitizer in addition to traditional carpet cleaning and stain removal. The sanitizer with an application of Hot Carbonating Extraction removes an average of 89% of airborne bacteria and 98% from carpets and upholstery. Sanitizer will remove 99.9% of bacteria from surfaces. Date of cleaning TBD.
- Continuation of procedures set in place prior to closing by day-to-day custodial staff; emphasis on disinfectant of all high touch areas, including but not limited to desk and table tops, surfaces, door knobs, railings, etc.

Safety Equipment & Procedures

- Purchase of 100 face masks (disposable) for staff and gloves to wear at all times
- Purchase of 40 cloth face masks for staff (long term) for staff to wear
- Purchase of 20 bottles of hand sanitizer both for staff and public use; formal sanitizing stations will be set up with signage throughout the building
- Purchase of 1 case of sanitizing wipes to disinfect *all* incoming items prior to checking in; this procedure will be a permanent one
- Purchase and use of disinfectant cleaning products to ensure enhanced daily cleaning; high touch areas, and other measures put in place prior to closing will remain intact moving forward
- 6 Foot markers around public service desk ensuring safety of staff and public (use of tape & tabletops when possible)
- Senior Hours – Open 8:00am-9:30am for Seniors age 65 and up only (time TBD)
- Reduced hours: Open 8:00-9:30am Senior Hours; 9:30am-5:00pm Regular Hours; Tuesday-Saturday (TBD)
- Limit the number of people allowed in the building
- Telephone reference option and 24/7 virtual reference option
- Curbside pickup (put holds on items online, or by calling, and items will be made accessible for pickup)
- Outdoor drop-boxes will be open all day and night for patrons uncomfortable to enter the building
- One staff member on each public desk (total of 3 on the main floor)
- All office space doors are to remain closed
- Sneeze guards at public desks for safety of staff and patrons (potential)
- Continuation of limited use (if any) of toys, puzzles, games, computers, etc., throughout the building
- Safety equipment items will *only* be available to libraries after all needs are met for first responders, healthcare, etc.
- The *Safety Action Committee* is updating the *Safety Action Plan* to better define precautions that will be made upon reopening; these guidelines will aid us post-COVID-19 but also for any future infectious disease threats.
- The aforementioned items will be altered to meet requirements set forth by the Governor as mandated.

**Cutchogue New Suffolk Free Library
Investment Committee Report
Monday, April 20, 2020**

On April 3, 2020 the Investment Committee amended the Retirement Plan to comply with requirements of the Coronavirus Aid Relief, and Economic Security "CARES" Act.

- 1. To allow penalty free (no 10% premature excise tax prior to age 59 1/2) withdrawals up to \$100,000 between January 1, 2020 and December 31, 2020.**
 - a. Eligibility is based on the individual participant, or spouse, or dependent having been diagnosed with COVID-19, or the individual suffered adverse financial consequences as a result of being quarantined, furloughed, laid off, or having to work reduced hours due to the coronavirus, being unable to work due to lack of child care due to such virus or disease, the closing or reducing of hours of business owned or operated by the individual due to such virus or disease, or other factors determined by the Secretary of the Treasurer.
- 2. Increase the limits on participant loans to the lesser of \$100,000 or 100% of the Participant's vested account balance for loans made on or after March 27, 2020 and on or before September 23, 2020.**
 - a. Eligibility is based on the individual participant satisfying the requirements above.
- 3. Suspension of Plan Loan Payments**
 - a. For all new or existing Plan Loans to an affected participant, any repayments due from March 27, 2020 through December 31, 2020 may be delayed for up to one year for qualifying employees defined above. Interest will accrue during the delay and the one-year delay does not count toward the maximum five-year repayment period for plan loans.