

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, May 18, 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; Rosemary Winters, Library Director.

Absent: Shannon Simon

Meeting Format: Virtual via Zoom

1. **Call to order** - As a quorum was present, the meeting was called to order by Richard Jordan, President at 6:04 pm
2. **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.
3. **Public Expression** – There was no public expression.
4. **Approval of the Minutes** – The minutes of the April 20, 2020 meeting were reviewed and approved. As there were no additions or corrections, Raquel Martinez-Fonts made a motion to approve the minutes. The minutes were approved unanimously.
5. **Financial Reports** – The Library Director presented the financial reports for discussion.
 - a. Treasurer’s Report – The Director reviewed the Treasurer’s Reports for April 2020.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Reports for April 2020.
 - c. General Fund Warrant – After discussion and review of the disbursements for May, a motion to approve the General Fund Warrants dated May 18, 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 April 3, 2020 and April 17, 2020 was made by Wendy Reeve. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated April 3, 2020 were \$35,336.46.
 - ii. Employer Taxes for April 3, 2020 were \$10,131,22.
 - iii. Gross Wages for the payroll dated April 17, 2020 were \$35,616.81.
 - iv. Employer Taxes for April 17, 2020 were \$10,269.66.
6. **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 May 18, 2020 and the attachments thereto was made by Raquel Martinez-Fonts. The motion was unanimously approved.

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7. **Personnel Report** – The board recognized the 31-year career of Margaret (Peg) Kaelin who served with distinction as Business Manager and Circulation Clerk and retired as of May 15, 2020. A motion to approve the personnel report dated May 18, 2020 was made by Barbara Best. The motion passed unanimously.

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

- a. Investment Committee, Richard Jordan, Wendy Reeve
- b. *Nominating Committee, Shannon Simon, Donna Mayne*
- 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

9. New Business

a. Reopening Plan & COVID-19 Update

Richard Jordan made a motion to approve the CNSFL reopening plan as put forth by the Director, with specification that any changes to the plan will be brought forward to the Board of Trustees. The motion passed unanimously.

b. Reallot Budget Lines

Sara Campbell made a motion to move:

- \$5,500 from the Electricity Line (7020)
- \$1,000 from the Office & Processing Supplies Line (6320)

To line 6174 (Software), totaling \$6,500 to cover implementation, eCommerce, ILS Integration and the annual subscription of Library Market.

The motion passed unanimously.

10. Public Expression - There was no Public Expression.

11. **Adjournment** – There being no further business to come before the Board, Barbara Best made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President at 6:49 p.m.

Respectfully submitted,
Barbara Best, Secretary
Approved on: June 16, 2020

Next Trustee meeting: Monday, June 15, 2020 at 6:00 pm
Upcoming Friends of the Library meeting: Monday, June 8, 2020 at 3:00 pm

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Director's Report April 20, 2020

Meetings Attended

- April 20, 27 & May 4, 11, 18 – Suffolk County Directors Meeting with SCLS (phone)
- April 21 – Hoopla Training Webinar and Setup
- April 22 – Public Library Directors Association Quarterly Meeting
- April 24, May 1, 8 & 15 – East End Zone Directors Meeting
- April 28 – ReadSquared Product Webinars (3)
- May 4 – Friends of the Library Monthly Meeting
- May 6 – Niche Academy Reopening Libraries Webinar
- May 11 – ReadSquared Training Webinar
- May 15 – Library Market Training Webinar and Setup

Staff Meetings

- April 22 – Information Staff Meeting via Zoom
- April 22 – Youth Services Staff Meeting via Zoom
- April 27 – Youth Services Newsletter Meeting via Phone
- April 29 – Adult, Teen & Children's Services Programmers Meeting via Zoom
- April 30 – Youth Services Newsletter Meeting via Phone
- May 12 – Information Staff Meeting via Zoom
- May 13 – Information Staff Meeting via Zoom
- May 15 – Youth Service Staff Meeting via Zoom

Donations

- \$50.00 from Jonathan Baker
- \$50.00 from Charles & Karen Goetz in memory of George Mullen
- \$100.00 from Stephanie Goldman in "Honor of the Library Staff for hard work and wonderfully useful emails during COVID-19"
- \$500.00 from Prime Risk Partners (Joe Price Insurance) for Family Place Library

Friends of the Library

The Friends of the Library met on May 4 at 3:00pm via Zoom, to discuss the upcoming Membership Drive, Annual Book Sale, Art Shows, and other events, including fundraising scheduled for the near future.

- The Friends decided to hold off on the Annual Membership Drive Mailing given the financial burdens our community may face due to COVID-19; a letter from the Friends of the Library will be sent out to the community as an insert in the Summer 2020 Newsletter mailing
- The Annual Book Sale has been cancelled due to COVID-19; patrons are asked to hold their donations so Friends may hold the book sale at a future date
- The Friends in collaboration with Adult Programming Librarian, Dawn Manwaring will be requesting artwork from local artists for a virtual art display which will be on the Library website starting in July
- Jam Sessions will be hosted virtually moving forward
- Other events including Artist Talks and Wine Down Fridays will be put on hold until we are able to hold events with large gatherings
- The Friends will continue to support the library, helping to assist in any budgeting shortfalls or needs including programming

Advertisements & Reaching "Hard to Reach" Patrons

WLNG Radio Advertisement in collaboration with East End Libraries

Starting May 14, a radio advertisement for East End Libraries will run 4-times per day for two weeks. This post emphasizes online resources available to our patrons, and how to connect with the Libraries during closure due to COVID-19, "Our doors may be closed, but we are still open!"

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Suffolk Times Newspaper Advertisement *in collaboration with North Fork Libraries*

Posted in the June issues will be an advertisement for patrons engaging them to connect to us via phone, or email to gain access to our virtual resources. The message being that our buildings may be closed, but our services are certainly vast and ongoing.

Phone Calls to "Hard to Reach" Patrons

Circulation staff members are currently undergoing an intensive phone call process to our patrons with no email attached to their library account. We anticipate those patrons who opted-out are not connected at this time. Each staff member also included an extensive list of regular patrons who would benefit from contact from a Library representative. Phone calls serve to touch base with patrons, let them know what we have going on in a virtual format, help them get started using online services, and answer any questions they have. The first round of phone calls encompassed 258 patrons; more phone call lists will be made and attended to.

Ask a Librarian Live

Seth Bank & Darlene Brush hosted the first virtual chat room to answer patron inquiries from book suggestions, to online assistance, to reopening plans and beyond. The program series is set to run bimonthly to answer patron inquiries in an effort to increase visibility and connectivity to patrons.

New Online Services

Hoopla

Hoopla is a groundbreaking digital media service newly offered by our Library that allows patrons to borrow movies, music, audiobooks, ebooks, comics and TV shows to enjoy on their computer, tablet, phone, or television. There is no waiting, and titles can be streamed instantly, or downloaded to phones or tablets for offline enjoyment later. There are hundreds of thousands of titles to choose from, with more being added daily. Hoopla essentially enables patrons to have our library at their fingertips anytime, anywhere. Hoopla was added as a new patron offering on April 29. Patrons may check out up to 6 items per month, there are no fines, no wait periods, and patrons can have an item for up to 21 days.

ReadSquared Summer Reading Online Platform

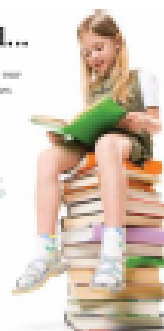
The Library Summer Reading Program for all ages will be virtual on the platform ReadSquared beginning this Summer. Through ReadSquared we are able to engage patrons not only with the Summer Reading Program, but all year long. The platform allows us to create a targeted user experience, with content such as book logging, reading recommendations, fun activities, literacy games, raffle and prize opportunities, and more. On the user side, patrons will experience the summer reading program in the same way as they have grown accustomed; they have the opportunity to log books, and receive rewards for each milestone. This year, especially for youth services, they will have more options including literacy games, activities, and more rewards in place. The online platform also creates a sense of community for users, allowing us to collaborate with local businesses, museums and more. On the staff side, staff are able to easily track statistics, monitor participants progress (from anywhere), and more. ReadSquared can be accessed through the web, or on an easy to use phone app.

Library Market - Library Calendar Event & Room Management

On May 15, the Library entered into a contract with Library Market. Through Library Market we will be offering our patrons online program and meeting space registration. On the patron user side, this offers quick and easy program registration, which renders automatic reminder emails, sharing with friends' capabilities and so much more. Patrons can also pay for programs that have an associated fee online via the ecommerce function. *Patrons of course still have the option to come to the library to register for programs.* In addition, patrons may utilize the room booking feature for outside group programming, designating what room they desire, on what day and time, the setup, and any other

Our buildings are closed...

...but staff members are available to assist you with all our online resources and to answer any questions you may have. Please call, email, or write to our website for help!



Director's Report April 20, 2020

specifics. On the staff side, staff can create well-detailed programs including location, age restrictions, patron type, descriptions, size restrictions, wait lists, room and location, etc.; setup reminder notifications via email; gather statistical reports; list room equipment needed; list room setup via preprogrammed diagrams; and more. Staff can also book rooms for staff specific meetings. For staff managing the room booking feature, the process is simplified greatly. The software will ensure no double booking of rooms, or equipment or other; staff only need to approve applicants ensuring policy compliance. Library Market offers a robust system, that will greatly enhance the patron experience, and streamline staff duties. *Under New Business* the Director requests re-allotment of budget lines amounting to \$6,500 to cover implementation, ecommerce, ILS integration, and the annual subscription.

Virtual Programming

Summer 2020

All Summer 2020 Programming for Adult, Teen & Children has been planned as virtual programming; this encompasses June, July & August. The Summer Reading Club has also gone virtual. It is anticipated that the Governor will set mandates that will limit gatherings (small and large) for the near future, at least, due to the effects of COVID-19. In preparation of this, we are moving forward with virtual programming entirely. Should guidelines be distributed during the summer allowing group gatherings in any capacity, we will discuss changing virtual programs to in-person ones. The newsletter is set to come out in the first week of June.

Children April Virtual Program Statistics

Programs - Children	Date	Attendance	FB likes	FB views	FB shares	FB comments	FB total
Virtual Storyline - BZ	4/1		14	244	1	2	267
Virtual Storyline - MGO	4/3		16	218	1	1	236
STEM Project - MGO	5-Apr		12	188	0	1	201
Virtual Storyline - BZ	4/5		17	188	1	1	207
Virtual Storyline - BZ	4/8		17	188	1	1	207
Bunnies, Bunnies, Bunnies w/ Judy Wilson - Zoom Live; FB after	4/8	9	18	9	8	8	52
Music with Catherine CHE	4/8		48	27	0	1	173
Virtual Storyline - MGO	4/10		12	148	1	2	263
Virtual Craftline - MGO	4/11		14	204	1	0	320
Virtual Storyline - BZ	4/12		7	122	0	1	130
Virtual Storyline - BZ	4/15		11	84	0	2	203
Virtual Read - CJ	4/16		18	68	0	0	206
Chef Rob Spring Cookies	4/16		4	0	1	1	135
Cell Therapy Dog Play Time	4/16		8	112	0	2	190
Virtual Read - CJ	4/17		8	180	0	0	188
Virtual Storyline - MGO	4/17		11	117	0	1	187
Quill Hatching - MGO	4/18		12	262	0	4	288
STEM Project - MGO	4/19		8	118	0	0	186
Virtual Storyline - BZ	4/20		7	102	0	2	211
DIY Sock Mask - BZ	4/21		12	288	0	8	378
Virtual Storyline - BZ	4/22		8	71	0	1	179
Virtual Read - CJ	4/22		12	128	0	0	251
Cell Therapy Dog Play Time	4/22		8	188	0	1	179
Virtual Storyline - MGO	4/24		8	88	0	1	204
Virtual Craftline - MGO	4/26		7	121	0	0	227
Virtual Storyline - BZ	4/27		8	80	0	0	121
Virtual Read - CJ	4/28		4	88	1	0	195
Virtual Storyline - BZ	4/29		8	88	0	0	148
Virtual Read - CJ	4/29		4	88	0	0	179
Totals		9	328	4388	12	28	7321

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Teen April Virtual Program Statistics

Programs - Teen	Date	Programs	FB Likes	FB Comments	FB Shares	FB Views	People Reached	IG Likes	IG Comments	IG Shares	Instagram	IG Views	People Reached
Photo Scavenger Hunt 2	4/1 - 4/8	3	0	7	1		567	20	0	0	0	0	438
Friday Read Fun - Book of Choice in a Bag	3-Apr		14	2	3	380	462	28	0	0	0	1	270
Virtual Justice Games	3-Apr	0	18	0	0		812	20	0	0	0	0	
Mad A Mile Cover Serv - shared MelBook Story	4-Apr	14	10	0	0			20	0	1	0	1	380
Kaffe with Kafe - Book Runny	8-Apr		10	2	4	304	480	10	0	1	0	0	112
Virtual Writers Club	10-Apr	0	0	0			180	10	0	0	0	1	112
Teen Table - shared through Acoustic Library	4/10-4/17	4	0		1		124	20	1	0	0	2	260
MySpace's Message Room	10-Apr		8		3		210	14		0			4
Virtual Writers Club	10-Apr	3	12		1		207						
Friday Read Fun - Mag out	17-Apr		10	2	2	143	280	14	0	0	0	1	80
Virtual Justice Games	17-Apr	4	14	2	1		428	80				1	820
Project StudyLab	20-Apr	14	0	1	2		300	10			1	1	140
Coding Club from Youtube	22-Apr	Shared only											
Teen Connection Council TCC	22-Apr	3	0				104	10					100
Virtual Writers club	26-Apr	4	2				110	10					140
Reflections Poster	27-Apr		1		1		100	1					140
Virtual Writers club	28-Apr	4											
Learn My Adult College - shared program 18+	28-Apr	3	4				100	41					300
Totals			72	139	23	19	377	4408	248	12	0	18	400

Adult April Virtual Program Statistics

Program - Adult	Attendees
V-Graham/King Author Talk	23
V-Dance Fit (Mondays) (4 sessions)	28
V-Zumba Gold (Thursdays) (4 sessions)	88
V-Chair Yoga (Friday) (4 sessions)	48
V-Photo Contest	4
V-Walking Tours (3)	109
Book Discussion	5
Totals	395

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

Resources, Services & Programs E-Content	People Reached	Views	Reactions	IG Likes
Census Flyer	125	3	0	7
Yoga Flyer	187	8	6	17
Lord's Prayer Ser. (YCA)	272	12	12	0
Dancing Fit	188	7	7	10
Help for Seniors	358	12	10	17
Signs of Spring Photo Contest	177	12	10	13
Get People Moving video	314	18	6	0
Zumba Gold	127	2	2	9
Library Chat Flyer	113	4	9	9
Chair Yoga	349	4	9	0
Change in Concert Date	155	12	7	0
Dance Flyer	178	7	6	0

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Free Seeds	237	19	12	18
Walking Tours #1	288	40	8	18
Gene Casey Flyer	124	3	4	0
Photo Contest Winner	309	35	53	33
Zumba Gold	111	4	4	14
Winner With Prize	413	83	83	45
Local Assistance	662	31	25	0
Walking Tour #2	360	100	22	17
Gardening Books	225	3	7	15
Library Photo Flag	151	4	8	0
Gene Casey 2 Days	163	7	1	10
Glenna Zumba Gold	250	22	15	15
Celebrating Earth Day	147	2	3	0
Cedar's Gold Club Opening	181	21	9	0
Ivy League Courses	204	11	32	10
Gene Casey 1 Day	49	0	0	0
Yoga Flyer	340	9	7	18
Libby Tutorial	141	2	4	0
Gene Casey Tech Difficulties	153	2	1	0
Walking Tour #3	223	59	2	25
Dance Fit	148	4	4	14
Gene Casey New Date	158	0	2	59
Info For Seniors	229	4	2	17
Beach Permits	171	18	1	0
Gene Casey New Date	118	1	2	4
John Gisham/Steven King	384	30	6	0
Added Hoopla	218	6	0	17
Gene Casey Reminder	99	60	11	4
Totals	8791	679	412	182

NEW BUSINESS

Reopening Plan* & COVID-19 Update

As reported recently by Governor Cuomo, there will be four regionally driven phases for reopening.

1. Construction, Manufacturing, Wholesale Supply & Select Retail (curbside pickup)
2. Professional Services, Finance & Insurance, Retail, Administrative Support and Real Estate
3. Restaurants, Food Service & Hotel Accommodations
4. Sporting Venues, Arts, Entertainment & Education

Libraries are advocating to be considered in the first phase (again, this is regionally driven). However, this has yet to be determined.

The 10 Regions in New York State are:

1. Long Island

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2. New York City
3. Mid-Hudson
4. Capital Region
5. Mohawk Valley
6. North Country
7. Central New York
8. Southern Tier
9. Finger Lakes
10. Western New York

For a region to enter into these phased approaches and reopen, the following guidelines and health criteria must be met.

1. 14-day decline in net hospitalizations, or under 15 new hospitalizations (3-day average)
2. 14-day decline in hospital deaths or fewer than 5 deaths (3-day average)
3. New hospitalizations (under 2 per 100,000 residents, 3-day rolling average)
4. Share of total beds available (threshold of 30%)
5. Share of ICU beds available (threshold of 30%)
6. 30 per 1,000 residents tested monthly (7-day average of new tests per day)
7. Contact tracers 30 per 100,000 residents based on infection rate

As of May 15, Long Island meets 5 of the 7 criteria. When we meet 7, we will be able to start reopening in Phases set forth by the Governor. At this time, regions that have reopened for Phase 1 are the Finger Lakes, Mohawk Valley, Central New York, North Country & the Southern Tier.

Please see the attached Reopening Plan to review plans to reopen the Library post Covid-19 closures.

Reallot Budget Lines*

As a direct effect of closing the Library due to COVID-19, many regular expenses, including Electricity and Office & Processing Supplies have been reduced due to the building not being fully operational. To better utilize taxpayer's money for what is needed due to the change in circumstances, the Director requests a board motion to reallot \$5,500 from budget lines 7020 (Electricity) & \$1,000 from 6320 (Office & Processing Supplies) to 6174 (Software) for a total of \$6,500.00 to cover implementation, ecommerce, ILS integration, and the annual subscription of Library Market (description on page 2-3).