

CUTCHOGUE NEW SUFFOLK FREE LIBRARY
Board of Trustees, Meeting Minutes
Monday, November 16, 2020 @ 6:00 p.m.

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

Meeting Format: Zoom

1. **Call to order** - As a quorum was present, the meeting was called to order by President Richard Jordan 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 Shannon Simon. The motion was unanimously approved.
3. **Public Expression** – There was no public expression.
4. **Audit Review, Presented by Al Coster (See *New Business*)**
5. **Approval of the Minutes** – The minutes of the October 19, 2020 meeting were reviewed and approved. As there were no additions or corrections, Richard Jordan made a motion to approve the minutes. The minutes were approved unanimously.
6. **Financial Reports** – The Library Director presented the financial reports for discussion.
 - a. Treasurer's Report – The Director reviewed the Treasurer's Reports for October 2020.
 - b. Multi-Fund Report – The Director presented the Multi-Fund Reports for October 2020.
 - c. General Fund Warrant – After discussion and review of the disbursements for September, a motion to approve the General Fund Warrants dated November 16, 2020 was made by Wendy Reeve. The motion was unanimously approved.
 - d. Capital Warrant – After discussion and review of the disbursements for September, a motion to approve the Capital Warrant dated November 16, 2020 was made by Raquel Martinez-Fonts. The motion was unanimously approved.
 - e. Affirmation of Payroll - After discussion, a motion to affirm the payroll for the pay periods dated October 2, 2020, October 16, 2020 and October 30 was made by Shannon Simon. The motion was unanimously approved. The payrolls specifically approved were:
 - i. Gross Wages for the payroll dated October 2, 2020 were \$34,259.77.
 - ii. Employer Taxes for October 2, 2020 were \$9,805.20.
 - iii. Gross Wages for the payroll dated October 16, 2020 were \$34,154.22.
 - iv. Employer Taxes for October 16, 2020 were \$9,799.54.
 - v. Gross Wages for the payroll dated October 30, 2020 were \$33,920.09.
 - vi. Employer Taxes for October 30, 2020 were \$9,752.77.

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.

7. 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 November 16, 2020 and the attachments thereto was made by Barbara Best. The motion was unanimously approved.

8. Personnel Report

A motion to approve the Personnel Report was made by Shannon Simon. The motion passed unanimously.

9. 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 : See item (c) under New Business.

10. Old Business

- a. Reopening Plan and COVID-19
A motion to approve the Reopening Plan as updated was made by Wendy Reeve. The motion passed unanimously.
- b. Health Assessment
A motion to approve the Health Assessment Questionnaire as updated was made by Donna Mayne. The motion passed unanimously.
- c. Mold Remediation Payment from Capital
A motion to approve the updated payment of \$33,925.00 from the BNB Capital Account was made by Richard Jordan. The motion passed unanimously.
- d. 2020 Staff Development Day Cancellation
A motion to approve the cancellation of the 2020 Staff Development Day due to COVID-19 was made by Raquel Martinez-Fonts. The motion passed unanimously.
- e. SCLS 2021 Final Budget
A motion to approve the SCLS Final Budget was made by Richard Jordan. The motion passed unanimously.

11. New Business

- a. Community and Meeting Room Reconstruction Payment from Capital
A motion to approve the community and meeting room wall reconstruction and floor installation by Rainbow International Inc. amounting to \$14,736.08 to be paid from the BNB Capital Account was made by Richard Jordan. The motion passed unanimously.
- b. Closing in Response to COVID-19 – Micro Cluster Strategy Plan
A motion to approve the closing in response to the COVID-19 – Micro Cluster Strategy Plan, with the understanding that this is a working document, was made by Wendy Reeve. The motion passed unanimously.

12. Public Expression - There was no Public Expression.

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13. Adjournment – There being no further business to come before the Board, Sara Campbell made a motion to adjourn the meeting. The motion was unanimously approved. The meeting was adjourned by the President Richard Jordan at 7:19 pm.

Respectfully submitted,
Barbara Best, Secretary
Approved on: December 21, 2020

Next Trustee meeting: Monday, December 21 at 6:00 pm
Upcoming Friends of the Library meeting: Monday, December 14, 2020 at 3:00 pm

Director's Report November 16, 2020

Donations

- \$200.00 donation from Malcolm and Janet Thompson

Meetings Attended

- Oct. 28 – Library Leadership Your Way via Niche Academy Virtual
- Oct. 29 – East End Zone Meeting at Shelter Island Library
- Nov. 5 & 6 – New York Library Association Conference Virtual

Friends of the Library

- Book Sale on the Bricks fundraising series raised \$1,131.00
- Gift Registry fundraising project – postponed until after Library reopens
- The Friends are discussing an outdoor fundraising series Spring 2021

Statistics

Included in the Trustee Board Packets, are the following statistical reports:

- Circulation Statistics for July 2020-October 2020
- Circulation Statistics for July 2019-June 2020 (for comparison purposes)
- Program & Meeting Room Statistics for 2019-2021

Technology

Phishing Campaign

The Director, through KnowBe4, an online training platform scheduled a monthly phishing campaign to train staff on recognizing harmful spam, and virus-laden emails and content from outside sources. This campaign will shed light on necessity for future phishing training.

Hotspots & Free WiFi

Youth Services distributed physical flyers to all the students at Cutchogue East Elementary School, and sent an e-blast to all the students at Mattituck High School to raise awareness that the Library has mobile hotspots available for checkout, and free WiFi onsite 24/7 in the parking lot, and during operational hours inside.

Services

Parrish Art Museum

The Parrish Art Museum is a new pass offering for our Library patrons. The Friends of the Library are supporting the \$200 annual cost. The pass admits two adults for general admission. Children & Students of all ages with valid ID are eligible to enjoy free Museum Admission. In addition, pass-holder benefits include:

- Discounted \$6 Admission for two additional adults per Museum visit
- 15% discount in Museum Shop
- 10% discount in Museum Café

In light of Covid-19, the Director did not purchase the Vanderbilt Pass for the upcoming year. Given the Parrish Art Museum is on the East End, it will likely get more use at this time.

Library Food Pantry Update

The "Tuesday Crew" is anticipating completion of the Food Exchange prior to the year-end, and delays will be in response to Covid-19. The Friends of the Library are supporting the Library Food Pantry, and will be running a Food Drive in the Lobby December 1 – January 31 to stock the pantry.

Staff Reports

Youth Services Report – Head of Youth Services, Mignon Osmer

- The new "normal" of in-person, virtual, and Take & Make kits has been successful; parents especially enjoy the Take & Make kits with tutorials they can view at their convenience.
- In-Person program statistics are steadily increasing with new families visiting the Library from California and Ireland.

Director's Report November 16, 2020

- *Attended: Bridging the Long Island Community* offered by the Long Island Library Resources Council on October 9. Discussion regarding how all libraries can assist the homeless population as well as promote diversity in our communities. Simply being aware of the demographics of our community will help to reach the different populations.
- Upcoming this winter we will offer the Family Gingerbread House Making program virtually, a virtual story time with Mrs. Claus, and as always we will have our *Giving Tree* for community donations of scarves, hats, and mittens to be distributed to local charities.

New York Library Association Annual Conference - Virtual

Attended by the Director, Darlene Brush, Dawn Manwaring, Seth Bank, Mignon Osmer, and Lilly Kiel. Included in your Board Packets are staff write-ups on the various professional development opportunities they took advantage of over the course of the November 5 & 6 conference. Though the conference was held virtually this year, it was professionally handled, and a great opportunity, giving more staff members the opportunity to attend.

Old Business

Reopening Plan & Covid-19*

The Director requests approval of the updated Reopening Plan (*please note: all changes on the document, included in your Board Packets, are in red*) which includes newly updated safety precautions and service changes for Phase 4, specifying:

- Newspapers are unavailable due to 72-hour quarantine requirements
- Addition of the Meeting Room as available for patrons (and staff) with a maximum of 6 (25%) attendees
- Specification that no food or drink is permitted in meeting spaces
- Specification that water is available (the bottle filling station is open for those in need)
- Specification that no food is permitted throughout the library

Further updates were made to the Staff Safety section, now titled "Staff Only – Staff Safety During Covid-19 State of Emergency" starting on Page 9. Those updates are as follows:

- Addition of specific sections (**General Day-to Day, Travel, Large Social Gatherings, Positive Covid-19 or Close Contact Procedures**)
- Under the **General Day-to Day**, changes specifying social distancing, close contact information, and cleaning information
- **Travel Procedure** is a new addition in response to the October 31, 2020 Executive Order issued by the Governor
- **Large Social Gatherings Procedure** is a new addition in response to recent occurrences
- **Positive Covid-19 Case or Close Contact Procedure** is a new addition as well, also in response to recent occurrences, giving the Director and Board a standard to follow in the event of future Covid-19 exposure

Please note, this is a working document, and any additions, deletions and changes can be made at any time. After any changes are made, the Director will present for re-approval at the Board Meeting directly following the change.

Health Assessment Questionnaire Update*

The Director requests Board Approval for the updated Staff Daily Health Assessment Questionnaire to include the following statement regarding Travel Advisory & Large Social Gathering Advisory.

Director's Report November 16, 2020

TRAVEL ADVISORY: If you have travelled or are planning to travel to another state, or out of the country, OR,
LARGE SOCIAL GATHERING ADVISORY: If you have attended, or plan to attend, a large gathering, Please speak with the Director upon filling out this form to determine quarantine requirements.

Included in your Board Packets is a Travel Advisory Memo for review, addressing the October 31st Executive Order pertaining to travel and quarantine requirements in New York State, from the Law Offices of Thomas M. Volz, PLLC.

Mold Remediation Payment from Capital*

At the October 19, 2020 Meeting, the Board of Trustees approved the Mold Remediation Project to be paid from the BNB Capital Account. As follow up to that approval, the total expense for the HVAC cleaning, and mold remediation amounted to \$33,925.00. The Director requests a Board motion to approve the final capital expenditure for mold remediation.

2020 Staff Development Day Cancellation*

The Director recommends cancellation of the 2020 Staff Development Day in response to the most recent 14-day Covid-19 closure as an act of good faith to the community by keeping the library open. In addition, because of social distancing requirements, it will be impossible to do the training in person at the Library. During the recent closure, trainings were made available in a virtual format, and will continue to be made available throughout the year.

SCLS 2021 Budget Final*

The Director requests a Board Motion to approve the SCLS 2021 Fiscal Year Final Budget (reviewed at the October Board of Trustees meeting).

- The Annual PALS Budget will decrease by 0.17%
- Downloadable Media, otherwise known as Overdrive, will increase by 27.5%
- Insurance decreased slightly

The overall SCLS 2021 Budget is projected to decrease by 3.75%. The operations side will decrease by 15.59% and the Direct Offset side will increase by 7.94% (due to Overdrive).

Member Support will increase by 2% in 2021 over what it is in 2020 (# determined by library's service population and expenditures for prior year).

NEW BUSINESS

Community & Meeting Room Reconstruction Payment from Capital*

The Director requests a motion to approve the Community and Meeting Room wall reconstruction and floor installation by Rainbow International, Inc., amounting to \$14,736.08 to be paid from the BNB Capital Account. The proposal is included in your Board Packets for your reference.

Closing in Response to Covid-19 – *Micro Cluster Strategy Plan**

The Director reviewed the *Micro Cluster Strategy Plan* and requests Board approval with the understanding this is a working document. In the event of a statewide closure, the Library, as an Association Library, will likely have to follow the NYS requirements for businesses; however, having the plan in place will serve as a helpful guide.