

## **Boston Free Library December 8, 2020 Meeting**

Meeting Called to order at 6:09 PM

Zoom – In attendance Suzanne Borowicz, Lydia Herren, Matt Boyle, Linda Coniglio, Cathy Osborn

### **Review and approval of September meeting minutes**

Motion to approve made by Matt                      2<sup>nd</sup> by Cathy                      Carried unanimously

### **Treasurer's Report**

See attached report.

### **Director's Report (Attached)**

- a. Contract Balance - \$865.35– Expenses detailed in attached report
- b. Charter has been accepted and amended. Colden is now part of our service area.
- c. Micro-Cluster Plan and Policy

Motion to accept made by Matt                      2<sup>nd</sup> by Linda                      Carried unanimously

- d. Library hours – Appointments needed for computer time on weekends. Curbside/walk-up services are always available. We are getting overflow from areas whose branches are closed.
- e. Will continue ongoing virtual programs - Weekly Story Time and Crafts
- f. Erie County Library Budget passed - Cuts to State Funding, slight increase from Erie County
- g. Stand-alone HEPA filter purchased
  - a. Will pursue additional air filtration in new HVAC system.

### **President's Report**

- a. ACT Zoom Meeting – December 12<sup>th</sup> . Suzanne urged anyone who can to attend.
- b. New Minimum State Standards.

### **Old Business - None**

### **New Business**

- a. Telecommuting Policy to allow for remote work in extenuating circumstances

Motion to accept made by Linda                      2<sup>nd</sup> by Cathy

- b. BECPL Policy Updates - decision to wait on voting. More examination needed.

Motion to adjourn meeting

Motion made by Matt

2<sup>nd</sup> by Linda

Carried unanimously

Meeting adjourned 6:40 PM

## **Librarian's Report – December 8, 2020**

1. Contract Account Balance: \$865.35

Checks written since the last board meeting

2341	U.S. Post Master Stamps	\$165.00
2342	Chevalier – Plow Contract	\$1050.00
2343	Modern Disposal – Garbage	\$62.36
2345	Erie County Water Authority	\$50.28
2346	Lydia Herren – Mileage Reimbursement 2020	\$207.00
2347	U.S. Post Master Stamps	\$55.00
2348	Modern Disposal - Garbage	\$62.36
2349	Fire Safety Systems Alarm Inspection	\$174.00
2350	U.S. Postal Service PO Box 2021	\$150.00
2351	Traveler's Insurance Minimum Payment	\$532.25
2352	Rucker Lumber – Lawn Rake	\$9.49

2. Payroll Report: As of Pay Period 24 we are projected to be well under budget with a surplus of \$14,273. This is due to the extended closure and reduced open hours. The savings from this year will be in place to help with any shortfalls in next year's budget.

3. System Paid Expense Report:

As of 9/30/19 Boston is projected to be within our System Paid expenses for 2020. This report includes wages, benefits, retirement, natural gas, electricity, and phone lines.

4. Contract Account

- a. Our liability insurance payment was sent out today. It was suggested by our Business Office at Central to make a partial payment this year instead of paying in full as we usually do. It is expected that BECPL will provide the Boston Library Contract Account with additional funds in early 2021 that will help cover the remaining amount without having to transfer funds from the Association to the Contract Account.

5. Debit Card for Library Purchases

- a. Four purchases were made from Amazon.com with the Association Account's debit card.
  - i. 10/26 Parking Lot Sign \$40.14
  - ii. 11/5 Honeywell HEPA filter \$245.76
  - iii. 11/19 Social Distance Pointers and Office Phone \$27.13
  - iv. 12/7 Child-Sized Disposable Masks 50 Pack \$13.47

6. Meetings and Continuing Education

- a. Central Meetings have continued over zoom and will remain in that format for the foreseeable future.

- b. I have completed two grant writing courses through ECC and am pursuing the ALA Libraries Transforming Communities: Focus on Small and Rural Libraries Grant in early 2021. This grant involves completing an e-course on fostering community conversations and then hosting discussions on the presented topic.

7. Correspondences:

- a. Thank you letters were sent to
  - i. Town of Colden Supervisor for the \$1,000 donation
  - ii. All patrons and businesses who donated baskets or items to the basket raffle.

8. Charter Update

- a. Our amendment to the charter has been officially accepted adding the Town of Colden to our chartered service area.

9. Micro-Cluster Plan

- a. I have drafted a Micro-Cluster Plan based on BECPL recommendations. Although the library is not required to offer only curbside services in an orange zone designation, most of the Erie County libraries have chosen to follow Central and City Branch recommendations to close to the public in the event of an orange zone designation. Eden is currently still open to the public despite its designation. Newstead may also remain open to the public if its area is updated to an orange zone, but would consider allowing access to the building by appointment only.
- b. For consistency and safety, my recommendation is to follow the majority of other libraries in the county system and offer curbside/walk-up services only if the library is located in an orange zone.
- c. Library Hours – Appointments Only/Curbside Service Options
  - i. Under the plan's yellow zone designation section, it does allow for modification of hours. After discussion with staff and Central, given the fact that we are one of only seven libraries in the county still open to the public, Saturday hours have been modified to appointment only entry into the building. This was the day of the week with the biggest increase in patron usage, to an extent that staff did not feel comfortable.
  - ii. We are limiting computer sessions on Saturdays to 30 minutes. Computer sessions throughout the rest of the week are set at 30 minutes as well, but staff are able to extend those sessions if the patron requests more time and there is no one waiting for access.

- d. Curbside/Walk-Up services are available during all library hours even when not located in a designated zone. We are encouraging patrons to utilize this service, particularly for holds, to minimize contact.
  - i. Curbside – delivery to the patron’s vehicle – unoccupied passenger side window or trunk.
  - ii. Walk-up – A bag with patron’s items pre-checked out placed on the table in the foyer of the library.

#### 10. HVAC Updates

- a. We received the grant from NYS Library Construction Aid to replace the HVAC system. Fifty percent of the cost will be covered by NYS, the other 50% comes from the Association Account, approximately \$4300 each. Armor Heating will honor our previous estimate if we chose to proceed with them. I have contacted three other companies and not heard back from any of them.
- b. Air Filtration System
  - i. In addition to the HVAC replacement, given the current situation, I would recommend adding some additional air filtration to the new system. We can place higher level HEPA filters in the system for a short term, but it does place strain on the HVAC.
  - ii. Armor recommends the Reme Halo Air Scrubber which is a UV ionizer, which has mixed reviews for safety as ionized air can cause irritation for those with asthma.
  - iii. I purchased a stand-alone Honeywell HEPA filter for the main area of the library. It is for large rooms, but if we do not plan to install a separate filtration system in the HVAC, I would recommend purchasing another identical filter to allow more air turnover. It could also be utilized in the community room once we return to hosting programs in the library.

#### 11. Fall Gala and Book Sale

- a. Basket Raffle: \$1320
- b. Wine Raffle: \$260
- c. Book Sale profits accounted for \$710.50
- d. Personal and Business Donations: \$560.00
- e. Total for the Fundraiser: **\$2850.00**

#### 12. Fall/Winter Online Programming

- a. Our virtual Story Times and Craft Videos continue. At this point, I have no plans to resume in library programming until the spring at the earliest. Our videos have gained over 11,000 views to date.

### 13. Policies

- a. Telecommuting Policy
  - i. The Telecommuting Policy is based off of BECPL's telecommuting policy that applies to only Central and City Branches.
  - ii. Although it would most likely only apply to the director in very specific circumstances (i.e. another complete shutdown), it is useful to have a policy in place detailing the possibility for remote work assignments.
- b. BECPL Policy Updates – It is recommended that the Board review all changes to Human Resources policies on a yearly basis and make a resolution to adopt those changes.