

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes: Thursday June 4, 2020, at 6 pm

Present: Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Barb Ferro, Rob Gaylord, Annette Gernatt, Kim Nobles, Edith Schell, Elaine Thordahl, and Dave Williams.

1. President Holly Martindale called the meeting to order at 6:00 PM.

2. Secretary's Report: The minutes of the regular meeting of April 2, 2020, were approved as presented. (Elaine Thordahl, Barb Ferro) The minutes of the special meeting of May 28, 2020, were approved as presented. (Dave Williams, Elaine Thordahl)

3. Public Expression: There was no public expression.

4. Financial report/Treasurer's Report: March-May 2020 Treasurer's Report. The report had been emailed/snail-mailed to all present. Director Barten reported that the operations account is low (due to the library being closed and not taking in any revenue). After contacting Central she was told by Tracy Palicki to pay things out of the discretionary funds to be paid back when things return to normal. Helga Ciminesi moved and Rob Gaylord seconded a motion to approve the treasurer's report as presented. The **motion carried unanimously**.

5. Executive Report:

- **COVID-19:** Director Barten indicated that for those who've been following the updates from the System, it will be no surprise to hear that Erie County will be facing a huge revenue shortfall for this year, and probably 2021. Abbie and Holly attended a very large virtual meeting with the library system and all of the directors and library board presidents where they updated us about "NY On Pause," re-opening, and potential budget impacts. Central expects cuts to library funding, but Director Barten doesn't know exactly how they will affect Town of Collins Library. She is currently making plans for many eventualities. Central is asking all system libraries to try to reduce staffing budgets as much as possible to roll those funds into offsetting next year's possible budget cuts. The county is asking all departments to make a 13% cut to their budgets, and the Library System is asking the Contracting Member Libraries to try to make a similar reduction. Without federal assistance, the budget impact for 2021 could be as much as 25%, which may have a devastating effect on our library. Libraries with their trustees are asked to write letters of concern especially to Senators Charles Schumer and Kirsten Gillibrand.
- **Programs:** The library has had to scramble to change its service model virtually overnight. Programs are broken now into 2 types: virtual programs which involve individual participants and usually a sign up (this includes YA RPG, YA Writing Club, etc.), and videos posted to Facebook and YouTube for which staff is measuring number of views (like Jason's Quarantine Cook videos, and Ashley's craft videos). This will be the programming model for the foreseeable future. One additional unofficial "outreach" program not listed with other statistics: bringing DVDs that were donated to the library to the Temporary Food Pantry at our partner Farm in Peace, including a note that they could return them to the library, and info about online services and free Wi-Fi. The director did get a thank you note saying they were appreciated.

○ April	7 Virtual programs	37 attendees	14 videos posted	3866 views
○ May	9 programs	52 attendees	20 videos posted	3463 views
- **Wi-Fi Use:** April 101 logins, May 56 logins
- **Walk Up Service:** Erie County allowed curbside library services to begin 6/1. Collins began this date (as decided in the special meeting of 5/28), along with a number of other libraries in the System. As of Wednesday 6/3, we have helped 20 patrons and circulated 65 items. We continue to adapt this process. For next week of walk-up service, Abbie has posted these hours: Monday 3-7, Tuesday 10-3, Wednesday, closed, Thursday 3-7, Friday 10-3, Saturday 10-3.

- **Library of Things:** The shutdown occurred before we could get the new Library of Things items prepared and announced, so we have the program currently on hold. There may be restrictions on loaning Library of Things items; we are looking at this as we go through our material handling.
- **Staffing:** Judith Andolsek resigned her Sr. Page position as of 4/24/2020. The director is not planning to fill this position until we have a better idea of what the library will be offering upon reopening. During the first few weeks when all the staff was being paid, I asked for all staff members to help contribute things to post to the library's online presence. Since the emergency pay order ended, staff working:
 - Abbie (regular hours): developing plans and procedures, taking online trainings, updating social media and attending meetings with the system, fellow directors, and staff.
 - Jason (regular hours): running online YA programs, attending online trainings, and keeping up with the library's social media. ☐
 - Jim the caretaker is working usual hours to maintain the building and grounds.
 - Bethany the cleaner is maintaining the building's cleanliness after a deep clean.
 - Ashley the Clerk-Typist is being assigned 1 day of work each week to develop online programs, do online training, and develop programs for when the library reopens.
- Building Maintenance: On hold.
- The LED project: on hold.
- Rob Gaylord asked about the rusty door project and suggested that it might go on as scheduled since the plan is to pay for that work out of our private funds. Abbie agreed with Rob and will call Randy Wing to say that we are ready whenever he is.

Rob Gaylord moved and Elaine Thordahl seconded a motion to accept the Executive Report as presented. **The motion carried unanimously.**

6. **Committee Reports:** None at this time

7. **Unfinished Business:** The Town completed paying off the library building on May 15th, 2020. We hope to celebrate when we are able to do so.

8. **New Business:** Director Barten had asked all trustees to review both the safety plan and the re-opening plan. She also said that she would like to review the plan every two weeks for possible updates as New York moves through the phases of re-opening and as staff adapts to and observes results of the plan. One concern was how to keep too many persons from coming into the library at once when we get to actual feet on the floor. A sub-committee was formed to meet every two weeks: Barb Ferro, Rob Gaylord, Holly Martindale, and Edith Schell.

- **Safety plan**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held via teleconference on the 4th day of June 2020 at 6 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 2020, a resolution was adopted of which the following is a true copy:

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I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held via teleconference on the 4th day of June 2020, a resolution was adopted of which the following is a true copy:

WHEREAS, the library may only proceed with the resumption of certain operations with a written safety plan, and

WHEREAS the written safety plan under consideration by the board has been informed by the latest requirements of the Center for Disease Control and the Occupational Safety and Health Administration, and

WHEREAS the board resolves that the safety plan shall be updated once every two weeks by a special committee consisting of Barb Ferro, Rob Gaylord, Holly Martindale, and Edith Schell,

THEREFORE Be it RESOLVED that the Board hereby adopts the Safety Plan called Town of Collins Public Library COVID-19 Reopening Safety Plan Version 1 as of Thursday, June 4, 2020.

And that such safety plan shall be revised as needed, no less than every two weeks.

Elaine Thordahl moved and Dave Williams seconded a motion to adopt the resolution as presented.

Ayes__9__ Noes __0__

Secretary: Edith G Schell

- **By-Laws:** The By-Laws were reviewed via e-mails with no substantive changes except the correction of one grammatical error corrected.

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RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED that the "Bylaws of the Board of Trustees of the Town of Collins Public Library" were reviewed by the Board of Trustees and adopts the proposed changes.

Rob Gaylord moved and Barb Ferro seconded a motion to adopt the resolution as presented.

Ayes__9__ Noes __0__

Secretary: Edith G Schell

- **New policy** - Return Voucher

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WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached drafts of the Return Voucher; now therefore be it

RESOLVED, that the Board of Trustees of the Town of Collins Public Library adopts the proposed Return Voucher as written.

David Williams moved and Helga Ciminesi seconded a motion to adopt the resolution as presented.

Ayes __9__ Noes __0__

Secretary __Edith G Schell____

- Conflict of Interest forms: These are usually distributed at the June meeting. They will be on hold until we meet again in person. In the meantime, please let Abbie know if there are any changes you need to declare.
- We will probably need another meeting when the library decides to begin offering in building services again, so please watch for contact on that.

9. There was no public expression.

10. Upcoming Meetings: Thursdays at 6 pm 8/6, 10/1, 12/3

11. The meeting was adjournment at 7:05.

Respectfully submitted,
Edith G Schell, secretary