

Elma Public Library Board of Trustees Meeting
January 12, 2021

Attendance: Tom Carloni, Nate Clinard, Kelly Helbling, Eileen Holden, Ellen McGreevy, Tom Pirrung, and Sue Sudlik

Excused: Terry Booth

The meeting called to order at 6:32PM by Sue.

Minutes of the previous meeting of November 10, 2020 were reviewed with no changes suggested.

The Librarian's Report was reviewed by Tom C. who noted that Elma's overall statistics were slightly ahead of those for other contract libraries showing a good return by patrons for those times when the library has been able to be opened under pandemic protocols. Curbside service has been busy at times, quiet at others. Saturday attendance was holding strong prior to the most recent closure. Tom C. noted that future reports will vary now that NYS has put in place some new definitions with the development of more online activity relative to in-person activity. This reflects a hopefully clearer picture of operations under the many new procedures and guidelines that resulted since the pandemic started. Tom noted that the library started today to revert to curbside service as the building now is closed to patrons due to the local pandemic numbers where the positivity rate exceeds 70 per 100K. The seeming rapid change every Monday-Tuesday poses a challenge for getting the word out and staff has utilized the website and social media wherever we can. Patrons who arrive expecting us open have all been gracious about the situation and have come to understand the flexibility necessary. Staff tries to accommodate. Still the desire to browse the actual stacks is limited for some who simply enjoy that sense of discovery. Mask use and social-distancing when the library has been fully open has been great!

A "Take your Child to the Library Day" and also a "Stuffed Animal Sleepover" is planned for February if feasible.

Tom C. has been involved in Library Directors' meetings where ideas are shared on new challenges and provision of service while under restrictions.

With regards to the Treasurer's Report, Ellen noted that there has been little activity the past two months of November and December. She noted that the deposit of funds into CD's has helped to maximize a return of nearly \$1000 in added interest. Tom C. noted that this is very beneficial as it could allow for several great programs. Ellen was commended for her foresight in these safe investments.

Subcommittee Reports were discussed:

Sue outlined a few points from the ACT meeting held recently via Zoom. She noted that her Zoom connection cut out after the first hour. Tom P. noted that many connections seem to drop at that point, however, most of the salient points had already been covered. Generally speaking, the new minimum standards take effect January 1st. Trustee training is not part of the minimum standards at this time. Written policies must be accessible via the libraries website, Policies that are from Central are already fully available, thus it is the locally-based policies that the branch entity must maintain that we need to monitor and review every 5 years such as Conflict of Interest, Whistleblower, and Sexual Harassment, for example. Tom explained briefly for Kelly, as a newer member, how the interface operates between the System and the local Contracting Library.

Friends of the Elma Library has not officially met but a number of Friends members have been present regularly. Lisa and Frank are staying in contact and keeping group members interested. We look forward to a hopeful resumption of Friends activities as the pandemic situation allows.

Building and Grounds were discussed with a note that the driveway entrance markers are very good and can be easily seen from a distance. The town brought them as soon as requested. Our Maintenance staff member who has been out following an injury will hopefully return to full capacity in February as he continues to heal and take part in therapy. A temporary part-time worker has been affording the library basic services. Tom C. noted that he found some new-in-the-box carpet tiles which he has been putting in place to replace the more worn tiles. This both affords us more storage and also uses a resource that had been previously overlooked to enhance the library environment.

Publicity was discussed and it was noted that we have been getting good attention from the printed local press.

Old Business:

The Micro-Cluster Plan was explained and highlighted by Tom C. for how the local area statistics for Covid-19 impact the library's opening/building closure and services. Statistics from the Health Department are posted on Monday and that determines our status for the rest of the week. Members noted how the locations and changes can appear "spotty" as one branch may be fully open and another, not far away, may be closed. However, this is the nature of the "Micro-Cluster". The goal is to be fully open wherever feasible without raising the numbers.

New Business:

Tom C. discussed System Policy/Procedures that need to be updated highlighting changes that involve largely circulation and pandemic issues. Following review, Nate motioned to accept and adopt all presented policies; Eileen second the motion and all voted in favor with no dissent. Sue instructed the Acting Secretary to sign acceptance.

The Conflict of Interest Statement was reviewed, completed and signed by Trustee's present.

The budget was briefly reviewed and it was noted that the overall System Budget represents an approximate 2% increase as in most years. There will likely be some shortfall due to the pandemic related changes in fee/overdue income; however, no drastic deficit is expected that would prompt a loss of staff as it has been managed since early in the pandemic.

It was noted that the Elma Review has been bound except for a remaining 12 years. This has proven to be very appealing attraction for library visitors who, even during the pandemic, seem to rarely fail to stop and look at the bound volume that is on display. There are many positive comments as people rediscover pictures from bygone times, former businesses and events remembered. We have had some donations to promote further binding. Following discussion, Ellen motioned that we take available donations and disburse from appropriate accounts sufficient funds to complete this binding project; Kelly second and the motion passed with all present in favor. Eileen will begin the project of gathering the remaining volumes and sorting for the bindery.

Tom C. noted that we should review our local policies soon and explore any changes that need to be considered. Nate offered to start the review the procurement policy and make recommendations. All were in favor.

Tom C. also noted that we should prepare our Three Year Plan which is due by the end of 2021. Members were asked to think about any plans that we can propose to sustain service for the next period, noting also how the pandemic experience could identify new needs or changes that are either structural or programmatic in nature to meet the needs of our community.

It was noted that we need, at this meeting, to nominate a slate of officers to be voted on at the next meeting. With respect to current officers, it was noted that we have received a formal letter from Terry Booth confirming that she needs to resign from the Board to pursue health concerns. It was again noted how Terry's contribution over the years has so greatly enhanced the community. Some sort of appropriate recognition was discussed along with hopes that we could gather for a recognition when the pandemic is behind us. Terry is already greatly missed.

Terry's resignation was accepted. Given the resignation, we have open positions. Eileen noted that we still need to consider recruiting to add members to the Board. We need to maintain between 5-7 members.

In reviewing positions, it was noted that we need to fill an "At Large" position that was vacated by Sue Czech. That is being filled by Kelly Helbling now that she has been approved by the Town. The Secretary position is open.

Nominations were opened:

- Ellen nominated Sue Sudlik for President
- Sue nominated Tom Pirrung for Vice President
- Sue nominated Nate Clinard for Secretary

- Eileen nominated Ellen McGreevy for Treasurer

Brief discussion followed on the responsibilities of each position and all those nominated indicated they would accept. The slate will be voted upon at the February meeting.

All minutes and reports submitted were approved by motion from Nate second by Eileen with all in favor.

Sue motioned to adjourn the meeting at 7:29, second by Eileen with all in favor. The next meeting is scheduled for February 9, 2021.

Respectfully submitted,

Tom Pirrung

(Acting Secretary pro tem)