

Elma Public Library Board of Trustees Meeting
October 13, 2020

Present: Tom Carloni, Nate Clinard, Eileen Holden, Ellen McGreevy, Tom Pirrung, and Sue Sudlik

Excused: Terry Booth

The meeting was called to order at 6:30 by Sue Sudlik.

Minutes: The minutes from the September meeting were reviewed with no changes suggested.

Librarian's Report: Tom Carloni relayed to the group that he had been in contact with Terry Booth earlier who indicated that she would not be able to attend this evening but more importantly, will be submitting a letter resigning from the Board as she needs to attend to some family health issues more directly. Members of the group readily reflected on Terry's contribution to the library. It is believed that Terry joined the group around 2009. She has been faithful in providing good minutes for almost as many years. Her assistance and guidance has always been meaningful and truly helpful as the library has progressed and undergone advancements and changes during her tenure. It was noted that she will be most welcomed to return at any time her situation permits. Dialogue will take place as to a suitable recognition in the coming months. Tom Carloni and Eileen Holden asked all present to consider and invite anyone who may be interested to consider coming to a meeting and potentially joining the group. Elma residency is required as well as approval by the Town Board.

Tom Carloni went on to report that our current hours have been going well. We had been averaging 550+ patrons per week previously; moving to a six day schedule advanced that number to a fairly consistent 700. Anecdotally, there seems to be less "full family" lingering presence and visits are somewhat shorter. There has been a lot of Children's Reference for Adults as a parents will come in and select for their child at home. Overall, Elma's statistics are consistent with what the System is experiencing. Kate Puehn's Virtual Story Time still gets a lot of views although it is not synchronous to when she is in front of the camera, but later on. The "Take and Make" crafts activity has been a good draw. There has also been a lot of computer usage assistance as patrons learn how to do more online or engage in programs and meetings remotely using programs like "Zoom". Many such sessions exceed 5 minutes of direct instruction/learning. Staff has also attended supportive webinars on diverse issues such as services for the homeless and mask wearing / infection control. The group reflected on how much has changed this year due to the pandemic and how different the current situation has become relative to what we had all expected as the year started. Some of the changes may well be long term as they play out. Tom noted that mask wearing compliance has been great.

Treasurer's Report: Ellen McGreevy reported no significant issues or items for this period. We are grateful the water main break was paid for by the town. The bookbinding of the *Elma Review* continues and bound editions have been well received. Eileen Holden noted that all years up through 2005 and also 2018 and 2019 are complete. Fire Extinguishers have been checked/certified and the service paid. A new clock has been purchased and installed.

SUB COMMITTEES

ACT: Nothing new to report.

Friends: Lisa has been helping the Friends community to stay connected. The holiday decorations look wonderful and inviting. Pumpkins have been provided for children to take home and decorate and then either keep or bring back to the library for display outside.

Building and Grounds: Tom related that there was a "basement odor" once again emanating from the grates in the floor in some areas. These are unused grates that may have been part of a previous HVAC system. Building Engineering will be coming to look at it. Serve-Pro was suggested by the Town and they indicated that they could deodorize the grate area to diminish the odor but that a longer-term solution would be to seal the opening off so no air flows. Tom has attempted a quick fix and the odor is not currently an issue. That said, perhaps a framework that could support a small pour of concrete would be feasible as a permanent solution.

Publicity: The Bee information has been updated.

OLD BUSINESS

Hours: Revisiting hours once again, it was noted that Saturday attendance tends to be lower likely due to the shorter span of hours on that day. Otherwise, Tuesdays and Fridays seem to be the busiest days.

Landscaping: Sue Sudlik has discussed our shrub situation with Mike Dugan, an Elma tree professional that also installs large rocks/boulders for landscape. Removing shrubs and placing some large rocks will be well less than the \$2,000 we had discussed. He has looked at the situation and care will be needed due to the roots of the shrubs proximity to a drainage pipe; the shrubs cannot just be pulled out or damage could result. We will have further details coming soon.

Sign Revamp: As before, the town is in the process of revamping their sign code to allow digital signage. Once that is done, we will need to pursue 3 quotes for the purchase of a digital sign. Potential vendors for quotes were discussed. Eileen has business cards from the last time this was explored.

Outdoor Lighting: Given the earlier darkness of the season, the area between the building and the parking lot light seems like it would benefit from added lighting that would better expose the sidewalk area. Granted, when the library is open, there is some light from the high windows. The possible benefit of easily installed residential grade lights was discussed and an illustration passed around. There is an outlet outdoors. Following discussion, it was a consensus that lights placed outside of the building would likely be most favorable.

Lavatory Upgrades: Concern voiced by a staff member has suggested that during the time of the pandemic going forward, we should consider upgrading the faucet in the Staff/Handicap lavatory. The existing faucet is close to the rear of the sink and it is very difficult to wash hands

without actually touching the rear aspect of the sink bowl. Replacement with a "high-arc" faucet would solve the problem. Also, it was suggested that we install a toilet seat with a lid to avoid the "plume" of bacteria that has recently been exposed as problematic with toilet flushing now that infection control has become a much higher priority in any public use building. It was noted that the toilet in the Staff/Handicap bathroom is the earlier variety with a 4-5 gal flush tank, not the 1.6 gpf that is now required in new construction. That would be a matter for future consideration. However, Tom Carloni offered to purchase and install a new faucet as well as toilet seats. It was recommended that we also get slow-drop seat/lids for both toilets while making any changes; this would avoid the loud noise that sometimes happens when the seat or lid is dropped within the confines of the small rooms that have no acoustic absorption otherwise. All were in favor.

NEW BUSINESS

2021 Holidays: Tom C reviewed the suggested holiday closure/hours for next year. The following were noted:

New Years Day - closed
Martin Luther King Day - closed
Presidents Day - closed
Good Friday - open until 6PM
Memorial Day - closed
Independence Day (observed July 5th) - closed
Labor Day - closed
Veterans Day - closed
Christmas Day (observed December 24th) - open 10AM-2PM
New Years Eve Day (observed December 31) - open 10AM-2PM

Carpet Square Replacement; Significant visible wear is showing in some areas. It was suggested we first resolve the grate problem before we endeavor any carpet replacement to avoid any damage to new goods. Carpet tiles continue to be the best option due to the shelving arrangement.

Eileen made a motion to accept all reports and adjourn. This was seconded by Nate and passed without any questions.

Ellen motioned to adjourn the meeting at 7:25 second by Eileen.

The next meeting will be November 10th at 6:30 p.m.

Respectfully submitted by Tom Pirrung