00:00
oh he's here i'm here i'm here you're
00:02
right there
00:03
oh look at that so you you just have to
00:06
unmute yourself on there so we can hear
00:07
you and i'm going to shut this door
00:08
i'll shut it sail we're we're probably
00:12
going to go cast five sorry total
00:13
dancing just close up the place and
00:15
thank you hey jen yes
00:19
um since you can hear bridget i'm going
00:20
to need you to interpret a little bit
00:22
probably and
00:23
just
00:26
i can barely hear her
00:38
yeah i'm just going to ask her to take
00:41
it off
00:44
and really speak loud okay
00:48
so everybody's on yes
okay all right we're uh regular meeting

november 5th of the library board of

trustees

pat would you read the um take a roll

call

okay

here being sick here

i'm here

rizzuto here okay

all members president thank you pat um

i'll entertain a motion to accept the

minutes from october 20th

2020 special meeting i so move that's

jill

okay i'll second after that

moved by jill segated by dick any

further discussion

all in favor say aye

any opposed motion carries thank you

director uh bridget the financial report
or dick it's okay
yeah as long as um since you're in the same room bridgette and dick if one of you remain needed you'll be fine
all right okay okay hold on financial report where is that
okay we'll start with the county fund report
okay so everything from september and october
um everything that we've taken in as far as fines and printing our five cents interest which is gonna get us a new addition on the building and let's see disbursements um i did my mileage for the year and the water bill is up that disbursement from september 14th um i
went to m t to find out what that was about um they just charged us a random 43 service charge which we weren't supposed to be um charged and then in in the next statement they actually fixed it got the balance for the county funds um i have not received the bank statement yet for october because we usually get them on on the 11th of the month so i'll get it next week and then at the bottom uh as far as the op the operating budget and what they're expecting us to earn for this year uh versus uh how much we've actually earned is that is at the bottom would you explain the
year to date you're muted i know oh
okay dick wants me to explain the year
the year to date
um on the uh it says the revenue account
accrued and then it's divided on the
print
uh one two three uh uh 1236 dollars and
there's a 66 dollar item
is that what they expected us to make
and we made that much more so you've got
three different um
columns here so you got fines so that
was the year to date for the fines to be
realized and how much was budgeted
the second column is all the prints and
the third is that other
which i have the the note here on the
side so that's all the book bags we sold
uh usb
drives and uh library cards so far so i
04:37
should have scooped that over a little
04:38
bit more
04:39
but those three numbers go under the
04:40
other column okay
04:43
okay any other questions on this report
04:50
okay i’m going to jump over to
04:54
okay did my screen switch over to a
04:56
spreadsheet with blue on it
04:58
yeah yes
05:03
yeah crawford how are you hearing now
05:05
better very good yeah
05:08
excellent
05:10
ah that's why are you sure
05:16
okay so this just flushes out more that
05:19
that uh
05:20
year-to-date accruals i was just
05:21
explaining on the bottom of the previous
05:24
spreadsheet
05:28
so this is out of uh the op um this this
05:31
is in the same spreadsheet as
of as the operating budget that we get from the county so this just breaks down more what I explained before let me know if you have any questions on it because I'll switch to the next so you're saying that we really haven't used that much in our dues and fees [Music] yeah correct um we did purchase a new lawnmower and that's gonna come out of uh the maintenance line once once I get the bill so the lawnmower was a six six hundred and fifteen dollars so that'll be coming out um you'll adjust on that because it's over right so you'll take some dues and basically
no i'm gonna take it out of the repairs and maintenance charge line because i still have let's see oh i see what you're saying yeah there's 410 left but um our contract allows us to move uh funds between lines as long as the movement is is under five grand so the overage i can take out of one of the other lines here and then um we do have a couple of other things like a little small repairs around around the building that came up um so whatever i can't uh pay for out of the town line i'll try to get these as close down to zero as as possible before the end of the year any other questions on this dick were you talking to us no my
younger sister was trying to call me and
then marla and just what
i just texted her just to make sure it
wasn't something about my mother at the
nursing home
no just speak up if you need us because
it can be hard to tell but thank you
um can you see the private client report
yes
yes all right so same layout as the
other one
i haven't i don't have the numbers for
october yet because of the bank
statement
a little bit more movement on this
account this time around
um
yeah we did uh um a program in in
september virtually before uh
pamela left just to try to get you know
a little bit more movement on the website and get a little more program stats um oh we had our book sale at the beginning of october um that met or that ended up earning 601. which is going into this account uh okay um sidewalk work got finished so the thirty one hundred dollars coming out of here is out of the grant money that we already uh received from the seat actually i'm sorry i'm incorrect um we're paying that ahead of time and then we're going to get reimbursed for it once once we get the next grant so which count
account is that coming in that's that's coming out of the private account which is funded through what that's that's our that's our money that we get in so i i still had money left over from uh chris jacobs money excuse where's that and then uh the rest of the sidewalk work that we just had done last month that's coming out of the town maintenance line you don't you don't know about this check yet because it's sitting over here to be signed that's right yeah okay any other questions on the private uh report so you say money that we take in right that's book sale book sale um donations uh the bullet day funding is in that
that account
okay but they're not dedicated donations
if it's dedicated donations then i'll report it as such and we'll use the money based on what they're asking us to use these funds are undedicated um not necessarily it depends on where it came from and what the paperwork is has involved so so the sidewalk that was all of bullet aid funding which we were allowed to use that for if you look under here under um deposits private checking like i had a 25 donation from a patron um and she just she just wanted me to buy a few books so i already made those purchases and i was able to get two two best sellers in
and then i'll put uh book book plates

you know that that the funding came from
her so that that sort of stuff goes into
that account
no i understand that but but the other
stuff where you're taking out of the
private compensate because you don't
have the funds yet
uh that you're not using dedicated funds
for that
um for this i'm using uh the ability
because i am allowed to use it for that
okay and that's and that's where the
bulleted money has been sitting
right any other questions otherwise i'll
move to the town account
so you want to go on to the next item
bridgette um i still have the
the town account to go through so that
that'll be the end of my financial
after that
so this is about how much we have left
in the building maintenance line
um i can't remember how much is coming
off of there
i want to say around it we
had dedicated fifty five hundred dollars
for the sidewalk work that we were
doing this year
so that's coming off of this line um i
have sent it
for audit um town audit was three
days ago
so that'll be reflected in
the next report that i do
for you guys and then like i said as
things come up i'll try to get these
lines down to as close to zero as
possible could you expand on
on the town one two days ago
jen do you want to expand on the town
audit that was three days ago because i
wasn't there
it was submitted in the last you mean
for it was submitted for the last dotted
cycle at the town board meeting
right yep so what bridgette would have
had to do we had a town board meeting on
monday so prior to that
um the latest she could turn in is like
thursday or friday of the week before
all departments have to take and submit
all of their vouchers from purchases
made
and to be in um to be
in compliance with how we spend and make
sure we’re spending correctly
her expenditures of town funds have to
going to the audit committee which is
myself and tom degati
we look over every voucher we then vote
and approve at the meeting
the um expenditures and then the next
day
our supervisor takes and carefully goes
through them as all
all is well and signs each one then they
head back up to
the accounting department to gina and
jackie where they then issue payment to
all of our vendors
so your payment takes place
yes we cannot um and you know what most
vendors are used to that
some places are even a 30-day but we
have a quicker turnaround than that
because we have two audit cycles
and payment cycles per month
so it's that's fairly similar to yeah um
great
when we created our claims audit policy
we'd be based off the town
no wonder it's simple yeah all right so
okay so then
unless there's any further questions
that's the end of the financial report
just that do you have the balances in
the other
accounts that we have like the adaska
funds
things like that you and i need to talk
about that separately because because
we always meant to go over that with
barb burt and we we never got around
she doesn't have the information okay
okay thank you okay so i'll close this
out
i'm gonna stop my share
president crawford i don't have my
agenda in front of me it's on a screen
what's what's next
thank you okay
dick do you want to move inside
do i want to mine crawford
no i can't okay
okay first round of audits are from
october 14th
um so we have the um the sales tax from
the book sale
um so we we had the reimbursement to the
town line for the
for the act meeting that that never
happened this year
so wait a minute what is this
i'm sorry i'm sorry i saw i saw letters
and i blinked
i'm sorry um pamela had got had done
that um
that health literacy training last year
um and
they had given us six hundred dollars to
use to um
do whatever we wanted as far as like a
health literacy initiative
so um we had purchased a bunch of
children's non-fiction books having to
do with health and safety and such
so that was the bill for those
the one under that is the one for for
the reimbursement back to the town line
for the canceled campaign
and then moving down a little bit
these are the this is the one check for
on the mileage that i had submitted for
for 2020 um this came out of
the operating budget
and then i had another one because there
was another set of audits
sitting over here that were done in the
let me make sure i can share this one
okay do you see october 23rd yes
thank you okay um first is out of the
private local account
um that is the uh half of the payment
for the
the north side sidewalk work and the
foundation
and as as we already stated the rest of
this bill is
going to be paid through the town
maintenance line
and moving down
the water bill
so bridget do you need me to print and
sign and scan those back to you because
i didn't think you sent them to me i was
looking for them before the meeting
thinking i know what i i
yeah i'm sorry jill it's been crazy this week i did forget to send them to you so i can send them after the meeting and yeah if you could do that that would be great okay yep i just want to make sure i didn't miss a step no you didn't yes you are okay so joe are they okay with you yes yeah i mean they're yeah they were already audited by by dick crawford so that's the end of the claims audit report i only have those four okay next item is correspondence okay um let me close this out there we go we just had one piece of correspondence i wanted to report on um pamela sent a thank you card nice
let me read it to you real quick dear

awesome grand island library staff

and friends and board members thank you

so much for the very generous parting gift

i'll tell you what it is in a minute i am excited to buy some new supplies for my middle school library

i will miss seeing you all on the regular but hopefully our paths will cross again soon

thank you so much and stay healthy

so um uh i pulled money from the staff in the trustees and such um we got her a bouquet and uh the rest of the money ended up going on uh and uh an amazon gift card so that way she can get whatever she wanted
well thank you
and that's all i have for correspondence
you want to go into your director's report then sure

i sent this all to you guys but i'll just um my
usual method i just write everything verbatim and i'll just read it off because i can
i want to make sure i don't forget anything so um
okay so we already mentioned the book sale update twice so i'll skip that one but you guys will have that and it'll be in the paperwork that i put online

um okay construction grant updates uh as you know north sidewalk and uh foundation were completed
um the parking lot it took a while to get it back open because there was like a big trench around the sidewalks but um that was all ultimately filled in and um parking lot was reopened to the public on october 26th um the door installation was completed that was done on the 29th um three of them came uh not uh unpainted um we just didn't think to build that into the um into the original estimate because i didn't think about it so harold's going to go and paint them and make them all pretty so that they match the building what was that i have sound now so i'll turn up oh okay president crawford has
sound now
wow yay okay
so these two projects um i'm sorry the
the doors were the last of the original
grant projects
so once i get the invoices for those in
the security cameras and get those all
squared away and paid um i'll start
working on closing out that first grant
with the state
once that's all closed out and approved
then we get our final 10 of the grant
funding
in the amount of 4767
and those funds will be kept in the
private local funds
until you know we've figured out a use
for them
which you know we'll talk about before i
i do anything with it
so the next projects that are not grant related
um window blinds have been ordered
install should occur by the end of this month and uh
as mentioned before the friends have agreed to pay for this improvement
um with the doors being changed and everything harold's been you know staying with with the door installers and
check check and everything um you've also noticed that the interior door locks around the building they're original so they're 31 years old and they're starting to stick a lot it's getting hard to open some of the doors so um i've done i've called back the the door vendor just to get a price on on new
locks throughout throughout the building um they've also pointed out to me that all the internal door handles that are in public areas they're not uh ada compliant um they're just the knobs apparently they have a long handle so they can pull down this way so i'm going to work on getting those updated as well um jen when i do that it's going to be new keys um i i imagine the town would need a set for for the building correct yeah we'll connect with bob westfall okay can i ask where the money for that is um it's either going to come out of the
maintenance line for the town depending on how much i have left if i'm going over then i'm going to start taking that out of the operating budget to get it down and we have enough discretion here i haven't received the estimate yet so i don't know so if it ends up being too much then that might be a project i wait to do until next year so bridgette yeah when when you get that um one of my employees is a door guy so we can we can look at that and then we can see how we can possibly do it in-house to make it cheaper okay um also i can have him over there with lithium grease
uh now to make sure all your locks are lubricated to get us through this time right now
okay i'm just making notes
hopefully i can read this later um
all right i'll i'll check in with you once i get the estimate back
let's see what we can do
okay last part of my director's report is just an update on the staffing vacancy
um the postings out the posting closes on november 11th
um hr will then forward me the information on interested candidates and i'll coordinate with with all of you on next steps once we get there so we're we're not we're in a waiting pattern right now but i'll let you know as soon as i find out anything
So once you get the names yeah then we sit for the next step. Well the next next step will be us sitting down going through everything and then yeah determining who gets interviewed right. I imagine so it depends on how long it takes HR to get back to me with everything because I guess they have to go off the campus list so it's a civil service take it off. Okay. Take the names off right but like make sure that um the people who apply are actually qualified based on the civil service listing or the posting.
oh yeah and right now there's only two people in hr
so so hopefully she doesn't have too much on her plate right now
so which it'll be work it'll be where it lies
so i just that time sensitive that she has to pack within a certain period of time
no i don't think so but but i mean i'll call her on the 11th and see it's because it has to be postmarked by the 11th
so they usually give it an extra day or two yeah just to make sure that the mail gets in so that every so they're sure they get all the candidates yeah they're gonna do that the same way
they're doing the voting right now so
yeah so bridgette how are you holding up
without pamela
um we're doing okay um i've got sale in
to as as backup
so so that way if i ever
decide to take a day off then i'll i'll
have a managing employee in
who can you know keep everybody in line
so yeah
sale has been great good yep
so you bridget you should definitely
utilize him for your own uh
mental health to take a day off i will
yeah i this this is my second meeting
today so
i figure once once i get to friday then
i can look at next week and then we'll
we'll see where it lies so yeah
the work is always going to be there the
following day no kidding
bridget i will say this is definitely a
pot calling the kettle black situation
guess who's off today mr crawford is on
a vacation day today
and look where he is i'm gonna figure it
out tomorrow
good for you sir
so outside of just my my regular uh
meeting
training reporting just so it's on here
that's all i have for my
director's report okay thank you
um any old business
i didn't have any unless anybody else
has has any
speak up anybody no
okay on the new business the
telecommunicating policy
i'm gonna pull this up on the screen
okay can you see the policy on your screen

yes okay so this got set probably about two weeks ago

at the time i'm like i don't know if this is really going to apply to us or not because really the only the only ones who can telecommute from home would be me and whoever our youth services look librarian is so at the time i'm like i don't know um i'll go further into it as we talk about the micro cluster policy because having gone through that today and starting adapting it for us i'll go through that whole thing when when we get to that point i kind of think that we should have this um because if god forbid we do go and close again
um it would uh allow us a policy and a
procedure to
have uh any full-time librarians working
from home so that there's still
something going on like the virtual
programming and
you know and and such so um because of
everything else that's
that added got added to the agenda today
um i'd like to table this until the next
meeting
i'd also like to see about having um
definitely jill
and maybe somebody else um if you want
to sit sit with me and try to adapt this
policy for us
um because i'm just looking at it and
everything this isn't like a one day
thing that i can just
change this around um there's a lot of
things that are very central and city
centric that don't apply to us so um
that's what i would like to do before
before the next meeting
hey bridget i i gave it a read through
and
the one thing that that kind of bothered
me was um it said that
you a a person could not be eligible to
tell a commute
um unless they had worked in their
current position for more than six
months
well if we hire a new children's
librarian
we go to code orange or red like you
know next month
um you know that would make that person
ineligible so
that's one thing that i think you know
we would definitely not want to include in our policy is you know there's only going to be you and the full-time children's librarian and it would be up to you to say whether she could do her job effectively from a remote location because pamela did a wonderful job doing it so i would think we don't want to have that type of restriction in our policy i agree had a very similar thought jill thank you for bringing that up uh yeah there's no question that would that would hinder us greatly yeah and then just i thought about it so that maybe i can think about what we could do because this you know is obviously very
It has to have a description of what this person is going to be doing and how they're going to be doing it and all that kind of stuff. If you were going to have to work remote again, who would be the approving entity to say that what you're doing and and the description of it. Who would be the reviewer? Would it be us as the board or whatever? I would say. Yeah. I would honestly say because I want to make sure that that we're covered as well. You know since this has to do with pay. So to me if I'm gonna go and apply to do this, yeah, it just makes sense that I would.
i would approach the board on it
ok that's kind of what i was thinking
because it's not like you've got
you know a whole bunch of employees with
a central hr
function and all that kind of stuff okay
agnes pat or dick do any of you want to
work on that committee with
jill and bridget uh i would help
okay so we got a committee of three i
think that's
that's probably solid unless pat or dick
also want to work on it
no but i i have a question richard yep
um for information purposes i've been
getting that computer training um
no lab the tech lab or the techno
yes okay and they have this great
software
where they can see your screen they
30:48 can't do anything on your screen but  
30:49 they can  
30:50 see your screen and renew help you  
30:52 maneuver  
30:53 to learn uh would that kind of software  
30:57 be available  
30:58 for this type of thing that is something  
31:01 i have to ask downtown about i  
31:02 imagine so um and i i'd have to go  
31:06 through our it anyway just  
31:07 just just to make sure about like  
31:08 privacy and everything um because  
31:11 reading more into this uh telecommuting  
31:13 policy  
31:14 if one of us does go and work from home  
31:16 um i have to provide a a laptop for them  
31:19 to work on  
31:20 so basically it would be this laptop so  
31:23 which which i can do and that's network  
31:25 downtown so
i imagine i could do that

well we we may have to as as you guys are developing

that policy we may have to look into

getting another laptop

that's a good point the thing is i do have another one um

it's tied to our 3d printer which hasn't been used in a while so i do have other

other options so this will be closed down exactly we're not using a 3d printer so

so that that's that's another functionality that i could put on that left

laptop as well

so we have we have three people then yes anybody else

all right wonderful
jill bridget i just have a question unrelated to the policy but they mentioned in the policy uh positions that require residency in buffalo what are those was that in this policy here yeah it's on the second page it's d on the second page tell the community is not available for long distance or out of state work employees are expected to buy to abide by any residency requirements of their position huh and be able to report to their regularly assigned work locations as needed i don't know because civil service they used to have a residency requirement but i i think they got rid of that years ago so i don't know what this
was thinking that they were um that this
was
well if you have to work from home
anyhow you know um
i could go to florida my job and tell a
commute
and they don't want you in florida they
want you here in western new york
gotcha it's how i interpret it
yeah that's what i thought too because
it does say you know
they should be able to report to their
regular work location if needed
that makes sense i imagine that's what
that means yeah so that way you're not
you're not on
on on vacation somewhere with with work
equipment checking in here and there
yeah
that makes sense it does thank you
okay it's a good read
i'm glad it was a page good page turner
for you mister
where do you see ours it'll be amazing
what i'm saying is
it was a good read oh okay gotcha okay
thank you agnes you're welcome all right
let me stop sharing this
one okay mr crawford
where are we at uh new york state
minimum standards thank you all right
close that close that switch to the
website
and i am in state i'm not in antigua or
barbados did you drive there
yeah i don't see a swimming pool or
anything
that is good
yeah yep no drinks with oil
i gotta keep the hat on so i don't get
suntan

[jMusic]

jog my memory what what day does does the new standards take take effect is it january january yes all right so this is the latest updated list of uh minimal standards from new york state um dick do you know mr earn do you know um has has the trustee training standard been taken out because i don't see it anymore i think you have to ask i don't think it's him i i think that's something that needs to go by [Music]

right bridgette it's jill i am yeah i chased that a bit because i was curious as well because that's obviously one
that would have a big impact
so i went back after you gave me the
right link for the trustee
the becpl trustee's website and went to
the presentation from 2019
and all these standards were laid out in
mary jean's a powerpoint presentation
and then the very end of it had also
proposed in 2019
was the trustee training standard where
it was dropped down
as low as two hours but it wasn’t
finalized as of that presentation
actually you know
as as we talk more about this a memory
just just dislodged in my brain
and i vaguely remember mary jane saying
something about it becoming a law
and that's why i got taken out of uh the
minimal standards
okay i think they're pushing to make it like a trusty requirement that sounds vaguely familiar to me so i'll have to follow up with her yes so it's not it's not in this particular listing and though it doesn't look like it's effective january 1st but that doesn't mean that it isn't out there on the horizon or coming at us from a different um requirement i'm pretty sure that mary jean had said uh it was going to start in 2021 but with everything that's happening with the pandemic and everything uh i would imagine that it might be put on well because it so so far it's on because what what
prompted
this going on the agenda was was was
that email that she sent out so she's
giving us um yeah lee time to get ready
so and then jill had had
pointed out to me she was looking at our
website and our budget wasn't on there
i'm like oh shoot so
i went and fixed that um and based it
on the way uh or aurora town public library
is doing there so that's so we are
compliant on that now
so there was an error that like because
i kept trying
and every time i just got to the buffalo
live.org
website that um the one that was
supposed to be the powerpoint
of the the meeting where they
um did the policy the first link that
mary jean gave in her email yeah the
link was incorrect
yeah well yeah because it didn't take
you there
i don't know but i can i can send you
all the uh the link that i sent to jill
again
just just so you guys have it so
with the with the standards um the first
five
things the bylaws the long range plan
the report to the community
written policies and written budget
those are all supposed to be
on your library website and so i went
and looked
and lo and behold there was a heading
for a budget but we didn't actually have
a link to the budget or the budget
itself there
so in the meantime Bridget has added
that so
we at least have those things um and
you know that we've talked about this
before the bylaws have to be reviewed
like at least every five years so and
the policies can't be any older than
um five years for review or signature
date so we have to look and make sure
that we haven't lapsed on any of those
because we've obviously
all been distracted by this other stuff
going on
and then um you know the the minimum
hours is why I wanted to make sure
because we talked about what would
happen
with staffing but the minimum hours for
a library our size is 40 hours
and that's what we've got right now
bridgette right so we're all set there
yeah as long as we can maintain 40 hours
and then all the other stuff the paid
director
um technology our community partners
we were doing very well on all that
before all this happened but
um you know it's it appears that you
know we've got the basics of all of
these things
after i went through it again to refresh
myself so i just wanted to make sure we
didn't have a big gap
if um someone came knocking on our door
asking on january 1st if we compliance
with all this
well community partners i think we have
they're pretty well covered
because um isn't there that early
reading
incentive and bridget's participating in
that
it's a community-wide thing about yeah
regular yeah um we were doing
outreach at the golden age center which
i wanted to start doing again
um and pamela was going to st timothy's
and kiddo's corner so
and um the system uh releases a
big document with uh all this
all the community partners that each
each of the libraries has and it's
usually like a
120 page document at least so
so i mean if it comes down to us having
to put that on the website i i have
access to that information as well
and then the one i wasn't quite sure
technology training
40:29
that means for the staff right or so yes
40:32
yes okay and they have a day that they
40:36
um isn't there a day that the library
40:40
closes so that's our staff day
40:44
yes which is usually in may and then
40:46
yes which is usually in may and then
40:48
they have a it works the exact same way
40:49
as
40:49
the annual act meeting so they have
40:50
different workout workshops and breakout
40:53
sessions
40:55
and then uh the the techno lab downtown
40:58
um they offer staff training as well so
41:02
our staff can can take advantage of that
41:04
too
41:10
okay anything else on that
41:13
are we tabling it or not looks like we
41:15
discussed
41:16
yeah just so we're all aware of it and
41:19
know where we're at
41:21
and we can say oh yes we're ready for
this
i don't know you're the one who mentioned table yet no
they said that's what you said or somebody said
okay not that one no the the tel the telecommuting house
okay all right anything else on the minimum standards
it looks like we're in we're in good shape with being compliant on the first so
yeah i can check that off my list um do we have to have a motion to table this for the next meeting or just do that were we tabling this one or because i had mentioned tabling uh the template oh it was the television i was looking at my notes i put it in the wrong place
okay i'm sorry yes we probably should
have a motion for that
for the telecommuting i'll entertain a
motion to table the telecommuting policy
until the next scheduled meeting i move
i'll second it moved by pat seconded by
dick any further discussion
all in favor signify by saying hi
any opposed motion carries
okay
next item bridge it's a 2021 open close
date
proposal okay just switch my screen
again
okay um we're due to
submit our open close dates and holidays
and such and what our hours are going to
be for next year
um they're asking us to submit this by
december 9th
however since i really don't think we're
going to know what our budget's going to
look like by december 9th
i did contact the girl in charge of this
downtown and says so how big of a mess
does this make if i have to go and
change it on say december
23rd and she says just let me know and
i'll help you change it
so what i have in front of you is a
three-page proposal um
there's a proposal one based on if our
budget is not touched
or if there's a five percent reduction
scenario because based on that scenario
we were working with
our regulars our regular hours so this
is
what our schedule is right now
i'm just going to go down real quick and
then i'll go back and answer questions
so i'll just give you the overview
proposal 2 is based on if our budget is reduced by 10
because that scenario was based on a 45-hour week
and then proposal number three is based on if we end up with the 25 reduction scenario or god forbid worse um notice how there's nothing there because i don't know where we would be we'd definitely be under the minimal standard of 40 hours so if it gets to this we have to have a meeting and we need a plan so so pray i don't have to enact this one um based on these three and what i know right now
my recommendation is to submit our current hours like not how i'm working right now but how it was before before the pandemic and then make changes as as necessary so bridget when you're saying current hours you mean current like they normally would be for winter if it wasn't the pandemic what what is on this page right here okay because like we're not open on saturdays right now correct so what so my goal is um my goal is as long as our budget ends up the way that they proposed it without any cuts or the five percent reduction scenario i want to get us back to the hours that we were at pre pandemic and then if i do have these
budget levels i can bring all all the
staff back so i'll be able to staff all
this
okay so so this is what i want to
propose to the
uh this is what i want to put in uh
before this december 9th and then once
we know more about the budget if i have
to make changes then
then we'll meet and discuss and
i'll change them as as necessary
um so based off of this scenario here's
the holiday closings for 2021.
um i have recommendations on the bottom
here um i talked to to joe mentor
um he's in charge of gi rep normally
we're open on good friday um even though
it is a recognized county holiday
specifically because that's when rec
department does their easter program
and in 2018 2019 we did that big huge easter party
i'm hopefully optimistic that something like that would be able to happen again however the realist in me is thinking we should probably just be closed because i don't see us being able to have 400 people in the building again or around the building anytime soon so my recommendation is staying open only if we can do the easter tie-in um but my gut right now is telling me just to put us in is off so this would be a holding pattern until i know more in april we'll all know more in april um yeah and then uh christmas day what did i do here okay so the christmas day and new year's day
in 2021 um they fall on saturdays
so the county observance is going to be
the friday before
so um in this scenario i have us open on
saturdays so i would recommend being
closed for the for those two days for
the staff
and nobody's going to be here anyway i'm
out of christmas day or
or new year's day so the recommendation
is to be closed
just that saturday the 25th well no
because
um we are we are closed 24th yeah we are
closed the 24th because that's that's
the county observance for the holiday
um oh i see okay yeah so
and i i only bring that up because based
on this on this scenario we would be
open
47:24 on saturday you know god will so
47:30 any other questions do you want me to go
47:32 through proposal 2 again i think i sent
47:34 i sent all this to you proposal uh
47:39 one is how many hours that's our our
47:42 regular
47:43 53 okay pandemic so 53 a week for
47:46 regular
47:47 47 and a half for summer
47:52 and so we're going to vote on the to the
47:55 53
47:56 hour for now well before we vote i i
47:58 wanted to bring up
48:00 um a point about summer do we want to
48:02 still do
48:03 summer hours i don't care i'm just
48:05 throwing it out here i'm just
48:07 thinking about um budgets i'm thinking
48:09 about staffing
48:11 i'll do whatever you want to do i'm fine
on saturdays in the summers however
i'm trying to be a realist about it
anything we do is subject
to change so if we approve it now when
we start monitoring everything
it it can be it can be changed
that's my opinion i agree it's realistic
it's realistic uh excuse me sorry about
that
yeah we should we still plan that we're
going to be open and just
move uh make changes as they are
presented to us
anybody else have any any thoughts no i
agree
and we'll and we're gonna vote
also to do the whole package with the
summer hours too right
okay i'm sorry all right i agree
all right so someone has to move right
49:08 so i’ll entertain a motion
49:10 to accept as written the
49:14 2021 dates
49:17 for winter or regular and summer hours
49:21 proposal number one
49:24 proposal number one correct
49:33 all right moved by trusty earn is there
49:35 a second
49:37 a second second invite
49:41 agent agnes sorry
49:45 i had a delay any further discussion
49:51 all in favor say aye aye aye
49:55 any opposed motion carries
50:01 the next item bridget the micro
50:04 clustering policy
50:06 all right let’s switch over
50:20 okay um i’ve started working on adapting
50:23 this
50:24 um what this is is um i’m sure
50:27 you’ve heard about from watching the
news uh governor cuomo has a new matrix for determining hot spots of covid uh in new york state so he has um different focus zones yellow orange and red so what this document lays out um is where what we would do if we were in a yellow focus zone if we were in an orange focus zone and a red focus so um the one that's up on the screen is the one that's applicable to uh central and city um i've started adapting it i tore it apart this afternoon i do have a draft but i'm also um we're setting up a meeting with janine downtown all the contract directors um i've
been uh getting questions from all of them and putting it all together we're looking to meet uh sometime before tuesday just to just to finalize any questions that we have so and after that's done i'll have a draft ready to go so this has to be board of proof so i i tried to get it done by today but there was no way because this this just got sent to me on monday so um basically what this plan states is if any of the areas go to yellow and there's a library in that area um uh services go as they are now so buildings open people are allowed in curbside is offered for those who aren't comfortable coming in yet
um basically we would be status quo if it ended up if we ended up going to orange um we'd close access to the building except for staff and then the staff can come in and offer curbside or or walk-up services luckily we'd already done that in our first stage of reopening so the staff and i are already familiar with that procedure and we still have everything set and ready to go to that um god forbid we go to red we are closed down uh staff will not be able to to report unless they're deemed essential i believe i still have to get a final ruling on that from central the way this policy is written out
because it's city and central
they have the ability to move their
staff between buildings
i do not so i need to find out from them
if we go to red
if um if emergency pay goes back into
play or not
so that's where i'm at on this so far
so bridget what when does central want
input back the in the the email i
received on monday from
from mary jean stated i would get one of
these together for your contract
libraries as soon as possible
okay so if and
let me uh just say this do we do we want
to look at a
approval contingent upon
bridget's draft being looked at by the
board
and via email everybody could send in their comments and i don't it's something that we might want to also look at in our bylaws i'm not sure it's in there that uh that we can approve things via email we cannot okay yeah it has to be via uh some sort of meeting that the public has has access to okay yeah all right you could always reconvene for a special meeting yeah that's your only option well that is the only option yeah okay so know the the outs the answers to these outstanding questions until at least tuesday um if we want to attempt to do a special meeting and because the the
54:05
telecommuting policy
54:07
actually dovetails in with this one so i
54:10
don't know if we want to try to get
54:11
those two set and then um work on them
54:14
both during a special meeting just to
54:16
get them done
54:20
in the world because they they do sort
54:22
of interconnect yes
54:25
and based on it it wasn't just bad
54:26
numbers yesterday i just looked and
54:28
today's numbers were the second worst in
54:30
a while
54:31
so when you're looking at five percent
54:34
or close to five percent it's probably
54:35
good that you're on it
54:37
and looking and the fact that it was
54:39
election day on tuesday and
54:40
people were out together i imagine
54:42
within the next two weeks there's
54:44
probably gonna be some spikes
so yeah this this to me is a priority
one
right now the original started
tearing it apart because to me it seemed
overly complicated you know because
as you mentioned you know the orange is
you go back to curbside service well we
know how to do that we did that before
um you know so it he this is kind of
almost assumes that you've never done it
and tries to put every single detail in
there so it would seem that you could
streamline this a bit
yeah so so there's there's two documents
with this let me get the other one
are we going to do this on our own or
did i understand that you're meeting
with other
directors to kind of have um
a similar plan um so basically
55:40
i i emailed all the directors and i said
55:42
so how's your
55:43
micro cluster plans going and my email
55:46
blew up
55:46
so um so yeah we all decided that um
55:50
because janine doyle's that the contract
55:52
library liaison that
55:53
we will set up a zoom meeting with her
55:55
um i've been compiling questions from
55:57
everybody i think i have like 20
55:59
20 questions that everybody had and
56:01
we'll play 20 questions with janine at
56:03
some point before tuesday
56:04
so that because that'll be the the
56:06
contract directors
56:08
i think that it's a good idea for all
56:10
the contract
56:11
libraries to get together on this and
56:14
you know have kind of the same plan
56:16
because when like the reopenings
started all of these i would run into
people and say
well why are we closed you know such and
such a library
is open already and of course it wasn't
even people that
were in this town in the erie county
they were talking about people in
like maybe niagara county that you know
so
creating these things in a vacuum is not
a good idea no yes
i just have a comment um
the act board has been bouncing around
with this thing as to when would be a
good time to hold a meeting but
everything is in flux uh
we thought we were over the hill with
the virus so we felt we would
mainly keep it for budget review but now
with this new spike um
and and questions with these policies
we're going to put out for
a meeting using
zoom probably in the next three weeks
to have just this with the trustees
while the directors are having
it uh luigi
i don't know if everybody heard that i
was muted
no you could hear it yeah
it's getting picked up on my microphone
okay yeah so what i just started
go ahead no i was going to say so do we
want to
table this item till we get further
information to
schedule a special meeting to accept it
i think it's a good idea
so i'll entertain emotion to that effect
still so moves moved by jill i’ll second
it
seconded by dick any further discussion
um jill and agnes can i
send you my drafts just so i can
have a couple extra
set of eyes because sure just pulled up
on the screen is
what i’ve been working on all day
so yeah
yep still says yes okay i said i say yes
too
okay i just have one question so we’re
tabling
it until we could actually write
our write a policy right
yes until we’re it’s tabled until we get
a draft
copy and we comment back
to bridget to then schedule a special
just a point of order on that I was always under the understanding when you table something generally then you need a motion to take it off the table. Um why don't you set it for a specific date and if it's not ready by that time then you uh uh then you re-table it. Uh I mean I don't see any problem taking it off the table but just procedurally that's the way it's normally done. Well Bridget would have to give us a date then. Um she's doing that yeah I I got my calendar out right now. Um give me a week set it to the 12th. Sounds good anybody have a problem with that.
no we're off next wednesday
the 12th it's thursday isn't it this
calendar or yeah the
the 12th is thursday yeah it'll be one
week from today
okay that's the day that um you'd be
meeting with those librarians or that's
the day we would need to meet
that's the day that i would have the
draft done and ready to go
um is that that you guys would like to
meet because that would
give me a deadline and i would get it
done
well the only problem with that is that
we're getting the draft that day you
don't have time
to look at it to make to really think
about it
i was just making sure because i was
going to tell you i couldn't
zoom that day that's the only reason i
asked that's fine
well how about you know we set the 12th
as the date where
um bridget will have gotten her answers
from having
a call with the
other contract libraries she gets
something drafted
um agnes and i you know give the
preliminary review
just in terms of you know the cleanup
type stuff and whatever
and then um we have a draft go out
to the rest of the board members they
have a chance to review it and comment
and
tweak it if need be and then we aim to
approve it
the week of the 16th so that gives you
some built-in um reviews
and review times and passing it back and
forth
okay
is there is there a deadline date
when you have to have this thing
there isn't no then put an extra week in
it because of everything that's going on
well i would
i would say because because they want it
done asap i mean we could go to red
at any time in the next two weeks we we
could go to red tomorrow
so yeah good point so i i'd rather get
this done
sooner than later and i'm just thinking
deadlines and um
uh we'll close next wednesday you know
and i i'll be meeting with janine and
the contract directors before
tuesday so yeah so just just to
reiterate what jill's
skill said just to make sure i wrote it
down right so um the 12th would be my
due date to have the telecommuting and
the micro cluster drafts done and then
we'd have a review period that would go
give yourself another week
well because that it's it's on you guys
so if it at that point because
it would be reviews to the board so if
you wanted
another week to review and get back to
me then that's up to you
we don't need that long yeah all right
yes so if you want to bump it to the
16th then then that would be the due
date that i have to hear back
from the board and then and then from
there
any changes that come from the board i can send it out again everybody agree with that yeah so we we um we read it by and feedback by the 16th and then we have the meeting and by then i should have all the um the candidates for for the librarian one position in so if we wanted to meet to actually meet on the 19th we can also go into a executive session and talk about the the staffing candidates i like that what day of the week is that they're all it's their thursdays so right now does that work for everybody yes yes okay
so then we're not going to table it it's an action item that's going to be worked through and will have resolution by the meeting of the 19th that will be the goal so then the agenda for that meeting would be telecommuting policy uh microcluster policy and then executive session to go through the staffing candidates for the library in one position correct do we have to put the agenda in the minutes i don't think so i don't think so because we post the agenda ahead of time anyhow okay so we're not we don't have to vote to table this now no correct okay as long as you're not making a motion to table it
then you don't have to make it okay so
you're gonna take it off the table
or it just carries over his old business
okay
all right anything else on that anybody
the last item the 2021 library board
meeting schedule
bridgette i'm coming i got a lot of
stuff she's got to sew it too
i got a paper on my desk and i got an
urn sitting at my desk there's a lot
going on here
let me pull up your side i know you are
actually we're six feet
hold apart one sec i gotta remember
which months we meet i know for
sure it's gonna be in january
so it's usually the first thursday
um i imagine we're still doing zoom um
he extended the executive order to
65:20
december 3rd so
65:22
that's all that i know for now so we'll
65:25
we can set the dates but then have to
65:26
play play by ear the time and uh
65:29
location we can talk about it on the
65:34
19th
65:47
for the next meeting that's fine sounds
65:50
good
65:53
anybody have anything else
65:59
hearing none i'll entertain a motion to
66:03
um close the meeting at 508.
66:10
so moved moved by jill seconded by
66:14
crawford
66:15
any discussion all in favor say aye
66:20
aye aye
66:23
they are adjourned okay the time is 507
66:28
507 508 whatever whatever you've got pat
66:31
okay
66:33
hey bridget can you send me host back
66:35
over for a minute
i'll be gone i still have it no
i send it back to you oh i win the wrong
ingoing on
English (auto-generated)