Transcript of the November 19, 2020 Grand Island Library Special Board meeting

00:06
are we live jen
00:08
um does it say live up at the top yep
00:10
now yes it does
00:12
yes we are good sir all right i'll call
00:15
the meeting to order at 402
00:17
and ask the roll call to be read
00:21
hey uh crawford here
00:24
and a sec here
00:28
here becker here
00:31
hines benny
00:35
here and rizzuto i'm here okay
00:39
all present i'll entertain a motion to
00:42
accept the minutes
00:43
from the meeting of november 5th
00:47
i'll move to accept the minutes
00:51
i'll second move by trustee becker
00:54
seconded by trustee banzak
00:56
any further discussion
hearing none i'll call the question all
in favor say aye
aye aye any opposed
motion passes item two is the financial
reports which are being moved to our
next meeting
thank you along with the claims audit
abstract report
any correspondence also being moved to
the next meeting something did come up
this week
um we did receive the tower
donation for for this year um so we um
they gave us five five thousand okay
great
so it's down from 10 is that it i
haven't received 10
since since i've been here i think the
last time they gave 10 was when pat was
still here
do we send a thank you note and and tell
them
uh what we've used the money for yeah i
i usually do it
it's been it's been crazy so that that's
on my list for
tomorrow once it slows down a little bit
so
you can put it off a month as far as i'm
i just want to know that we send one
that's all
yeah i i will because it's been i think
they gave it to me on the 10th so yeah
i'm trying to get that as soon as
possible
all right great that's that's great news
to get that 5000
under the circumstances um old business
bridget okay so let me stop sharing this
uh first piece is the micro cluster
policy let me find it what do i do with it
i have five million windows open
okay so at this point um you guys have had access to it for i think about 10 days to two weeks so um
i got it well let's see agnes and jill and i met to go through this policy as well as the telecommuting policy which is coming next so thank you for that that was a very uh productive meeting um outside of that i got feedback from pat stix giving us a thumbs up um i got a little bit more feedback from jill uh just changing a couple of uh semicolons and such um otherwise unless
anybody else has any other questions on this thing then uh i'm ready to go live with this tomorrow so so tomorrow you know as we know the governor's put everybody in orange in erie county pretty much um so i'm ready to move to curbside starting tomorrow morning so for the good of anybody who watches this video later that means um library is closed to patrons um but you can call in or go online to our facebook page or the library's website at buffalolive.org we have an online form where people can order items because i imagine the phone's going to be ringing
off the hook once once this starts going
um book drop will be open and
the whole system is still in effect so
patrons can still place holes throughout
the system we'll still be getting
deliveries from central five days a week
bridgette do you do you have that um
where
it could be put in writing and given to
our
uh over to the town for the web our town
website to be posted
um it's on the facebook page it's on the
website i actually emailed rhonda deal
about about an hour and a half ago with
it all right great
nice job thank you yeah we i
sat down with the supervisor i think a
little bit yesterday and today
just wondering if he wanted any more
04:42 additional information
04:44 um i let him know the kinds of things
04:46 that we've been communicating about
04:48 and we just talked about getting that
04:50 information out there to the public so
04:52 thanks for sending that she was going to
04:53 ask for it if you didn't already send it
04:55 so thanks for being on top of it
04:57 okay i wonder if we should also
05:00 send it to the school district and ask
05:02 them to put it on their website
05:04 they're closed down too i guess too
05:06 right yeah
05:10 because i started getting a couple
05:11 teachers who tutor to call to find out
05:14 so
05:14 i do think that would be a good idea
05:16 to send it do would i send that to dr
05:18 graham
05:18 although it's probably good for him to
05:20
know anyway well you could
05:22
yeah you could send it to him and he
05:23
could ask him to forward it on to the
05:25
i.t department
05:26
okay i'll do that
05:30
any other discussion before i call
05:34
for a well
05:38
you know we can just
05:41
why don't we get it moved and then go
05:42
under discussion again
05:44
okay that's fair i'll entertain a motion
05:46
to accept
05:48
the microphone cluster policy
05:51
moved by was that you pat yep
05:54
move by pat i'll second it seconded by
05:57
trustee earn
05:58
any further discussion yeah i i just
06:02
was curious as to the curb side we've
06:04
done this before and i was
06:06
wondering uh have there been any
06:08 modifications or did you learn anything
06:10 from the first time we did it
06:13 um i mean because it was the first time
06:15 and we didn't know so i was being really
06:17 regimented and strict about how how
06:19 everything gets done i mean the
06:21 health and safety stuff was the easiest
06:23 part of the whole thing
06:24 um i can we've streamlined it down
06:28 since since march so it's it's actually
06:30 a lot easier on the staff than it was
06:31 before
06:32 it'll look the exact same on the patron
06:34 side so but
06:35 it was just basically us figuring out
06:37 the best way for us
06:38 to fulfill the orders for for for people
06:41 and we've gotten a lot better at it
06:44 and that's basically by email right
06:47 um or do you also do it by phone
06:50 both okay so that so there's a google
06:54 form
06:54 the link is on the website it's on the
06:56 facebook page
06:57 um people can choose uh what what they
07:00 want they type in the the
07:02 um the titles and the authors or if they
07:04 want dvds whatever
07:05 um we the form then goes into a
07:09 spreadsheet
07:10 which generates an order number it also
07:13 goes into the
07:14 the library's uh gmail account so that
07:16 we're notified that
07:18 that an order has been done and we get
07:20 credit for the books that they take out
07:22 right
07:23 oh yeah yep yeah the um the checkouts
07:27 the
07:27 those those get handled normally so yeah
and uh let's see there was one other

question i had um

last um

i can't remember it right now if it it's

it wouldn't

change my vote or anybody else's i'll

just ask it when it comes up again

in my mind that is so keep in mind when

you go to move to approve this there's

two parts to this so there's there's the

plan itself

then there's the the orange zone

curbside uh

plan so there's actually two two

documents that

dovetail together i can pull up the

other one just

as a refresher let me just change my

screen over

like i said i got 10 windows open there
it is

uh bridgette we said that media will be notified about curbside service

yes who are you notifying me

so um for orange level

i i sent a message to the dispatch

i sent a message to uh to i il degrond

that was she was that was cc'd on the email that i sent to around the deal for the town

um joyce department the the development and communications department for the system

they're going to send out a press release that covers the entire system

um if we got to red zone and we closed that's when i would um follow up with all the people i just said and then send it to two four and seven
09:07 so it would show up on the scroll
09:10 right thank you
09:13 any further discussion just one more
09:16 question bridget with uh
09:18 orange designation the due dates
09:21 um are the traditional ones there's no
09:23 extension is that right
09:25 they don't get extended no i got an
09:27 email from janine about about an hour
09:28 ago
09:29 um edmund's working on the the
09:32 fine-tuning with that
09:33 she did say um the technical services
09:35 department is working on
09:36 extending due dates and working with
09:38 holds and such so there's supposed to be
09:40 follow-up information coming tomorrow
09:43 okay
09:46 and then once i get that then i'll i'll
09:49 update the postings
on on facebook the website and i'll i'll forward it out to the to the papers into the town and that was my question so thank you all i'm all in favor say aye aye any opposed motion carries next item bridgette next is the telecommuting policy correct yep yes okay so there's two parts to this one as well so the policy itself and then there's that there's uh an agreement form which i'll pull up after we finish talking about the policy itself um at first i wasn't too in a rush to to push this one through but then with the orange you know zone coming in i it does tails well with the micro cluster plan that we
just approved
um basically this only applies to uh
anybody who can actually do work from
home
so this really only applies to me right
now so
um if but if down the road we needed it
once we
uh assigned a new children's librarian
then this policy would come into play
as well um basically that it outlines um
if we go red then i we would
the board and i would work out a way of
um
being accountable for working from home
we'd agree on
uh hours for me to work from home i mean
given even if we are in red
i'm still allowed to come into the
building as an essential worker just to
check on the building
harold is allowed to come in to do maintenance but
basically this just covers the full timers right now because the pages and the clerks they don't have any work that they can do from home unless i assign them to do programming virtually which really isn't in their job you know their job just descriptions so that's basically where we're at with this policies so with with going with orange right now are there any uh any special projects for harold to do um with the library closed he always has a wish list so what's different this time from last
12:20
time was um the governor was
12:22
way more strict with what you were
12:24
allowed to do with it within the
12:26
building and
12:27
with how many staff members were allowed
12:28
in the building under orange there's no
12:30
staffing restrictions
12:32
and there's no restrictions on on tasks
12:35
so yeah so whatever wishlist he had
12:38
first for stuff to get fixed in the
12:40
building he can start doing it
12:41
okay do you do you know if he has a list
12:45
of
12:47
several items that you know
12:50
yeah so we had we had the doors
12:52
installed a few weeks ago and
12:53
that's that's required him uh painting
12:56
uh
12:57
uh making sure that all the hardware is
12:59
on correctly because he had to take all
the hardware off the paint
so um he put in a new peephole um
basically just he's just checking to
make sure that that that
everything is the way that we had uh
suspect specked it out
um those four computers around the pole
when you come in
that table was was loose so he's he's
been reinforcing that to make sure that
that's safe
um we're getting the new window blinds
are coming in on tuesday
so he'll be here to oversee that and i'm
sure that there's a bunch of little
things that
that uh you know i'm not even 100 sure
off off
off the top of my head but he's he's
continually monitoring everything and he
he always has a list of things going so
good yeah which is why the carpet the
first carpet lasted for 30 years that's
why
exactly exactly okay
and bridgette you mentioned i was going
to ask you about the blinds
so they're coming to put those to
install those on tuesday
but given that they're not a patron
they're a service and and there's no restrictions
on how many people can be
in the building as long as we're not receiving patrons
they can come in and install the blinds
correct yep
are you requiring them to sign
in and take their temperature
i yes i can yes yep
14:24
i will make a note of this i remember
14:25
i'm glad that that you mentioned that
14:27
because we've had you know honestly
14:30
between
14:31
marching here with us reopening i can't
14:33
believe how many projects we got we got
14:35
done
14:36
yeah so this this was like the last
14:38
major one so
14:40
thank goodness this all this is going to
14:42
be done soon you don't you don't want to
14:43
put in any
14:44
more sidewalks before it snows no i
14:46
really really don't dick not at all
14:48
[Laughter]
14:49
thanks for asking
14:54
okay uh the community community policy
14:57
i'll entertain a motion to accept it
14:59
iso move this is jill
15:02
i'll second it moved by jill seconded by
agnes any further discussion
roll call okay
let's see um crawford
hi vanessa hi
vern hi becker
hi rizzuno i
okay motion passes thank you
i'm just curious why did you do a voice
vote
i mean a ballot vote that way as opposed
to the first motion which was a voice
good question mr ern it just happened
just curious just curious yeah
just uh does it happen that way
okay no for no reason
no i'm just pulling your leg buddy
that's that's okay that's okay
everybody's gonna be held accountable
[Laughter]
the next order of business is new
that was new business
um reading schedule yes meeting schedule
let me let me share this so i can show you this
schedule i came up with here we go
okay all right so here's the dates that i came up with for 2021
um i think i did second thursday
because uh jen when does the town board usually meet
we meet the first and third monday
i guess looking over those dates checking your calendars
let me know if that makes sense because pretty much trying to do it as close to how we did it in 2020 but then again we also like 15 meetings this year january 7th is the first thursday but it's good for me i think it's good to
get it
over right away
all the dates at this point are fine
with me
they're fine with me also me too
i have no issue
do you want to commit to a time now or
do you want to
wait until it gets to agenda time for
the january one
we have a town form that um we have
hanging in our clerk's
um office lobby area there that really
outlines every committee when they meet
you know us trying to be transparent
um and one thing that's included on
there is the you know the dates it used
to say meets quarterly but i think we'll
pull out that
and just um word that a little bit differently
um instead of the quarterly and there is a spot to put the time
so if you as a board of trustees are able to commit to the time i do have to have that submitted before you guys do meet again jill does four o'clock work for you um as far as i can 4c into next year um it looks like i'll continue working from home and so four o'clock works for me if that works for everybody else you know being a little earlier [Music] and if we were going to change certainly there would be enough notice for us to post it on the town's website and the 72 hours before the meeting
18:44 yeah if we can pick one we can always
18:46 change it later
18:47 but if you wanna if we can tell them the
18:49 four o'clock then the form can be
18:50 completed and
18:52 i would i would then propose that we do
18:54 the 4 o'clock
18:56 and determine it if
18:59 work schedules change to accommodate
19:03 the schedules of our trustees
19:06 sounds good to me do you
19:10 do you so we need a motion to approve
19:13 these dates for 2021.
19:17 i so move
19:20 i guess you just have to pick one dick
19:22 it was all of us
19:24 all right uh banzai moved by banzai
19:27 seconded by uh
19:29 becker any further discussion
19:33 um i've been thinking about a location
um during this orange time i'm going to
try to move
things around a bit try to set up a
different quarantine area in the in the
supply room
um ideally my goal is once we're allowed
to
have meetings of like no bigger than 10.
if i can get half of that meeting room
opened up just spread out enough
i want to try to do it i i can't i can't
guarantee it and it's just a sea of an
idea but if i can do that then
that might be a possible location if we
wanted to try to meet in person again
next year
the only the only issue i see is that um
we have to televise it with the camera
and stuff and remotely
jen would it be easier to do that at
town hall if we were going to try to get together in the courtroom to do it it's a lot easier in the courtroom um or the downstairs conference room right those are two better locations for you know open meeting law compliance during the covid time um when when those restrictions lessen or change the regulations then can change so um yeah whatever you guys want to put for now we can can work with in terms of that i mean for now when i post it online i can just put down a location tvd and as long as it's the seventh year where the the the biggest hurdle we have
is that by doing it at town hall we have the equipment there it makes it a lot easier for i mean we can stream to youtube with the equipment that we took to the highway department once but doing it a town hall makes it significantly easier in one of the two locations at your preference and then you don't have to worry about getting the meeting room you know make it make it work for you guys for the for your staff you know i think we should learn from our experience uh this uh the zoom meeting to me is is an excellent way of doing it and bridget does a great job in preparing
for it
so um we have more flexibility
we don't know about the weather that's coming up we don't know about the pandemic so i
i would keep it the way it is
so dick one thing i can i can put out there
um bridget i know you like the library location
um just being able to be there at your desk grabbing something if you need to
dickern is speaking to the flexibility of the zoom we can kind of do a hybrid approach i can always go over to the conference room and have our zoom set up to stream from there for anyone who eventually wants to be in person that's a very easy thing
for me to do bridget can still have access to everything um that she needs at the library and then everyone else who just feels this is easier in their homes we can do that for now because it's kind of the best of each world for what you guys all need so then for the live streaming uh that is an option and why don't we try that and see how it works out for january what the combination policy yes yeah we would call it um first floor conference room and zoom because if there was someone say restrictions left and someone came to view the meeting and that was allowed again we wouldn't want them showing up at the
library with bridgette we'd want them
actually coming to
the conference room in town hall so
we'll list i guess those as locations
but bridget could still be in her office
if she prefers
okay so it's the first floor conference room of the town hall
and then a library director's office
no so first floor conference room at the
town hall and zoom
okay and zoom okay yeah everyone else
can could stay at home on their computer
and
zoom in okay that's just for january
and then i don't see why you have to
limit it to january
then we'd be live streaming from the
town hall
well once we could have regular
meetings well it might not be until maybe july or september then we would just do it the way we always did in the library conference room right well maybe not because we have to have the element of being able to live stream it and as jen was saying she can either do that from the town hall courtroom or the downstairs conference room okay until the but um i think pat you're kind of saying if covid restrictions yes lift if covet is gone all restrictions lift and everything goes back to the way it was okay correct me if i'm wrong you would be able to just have your regular meeting in
the library if you wanted to without recording because it would be posted and open to the public right okay that's what i thought so if someone wants the recorded element if you like it live streamed for people to see and if you want to be able to have the zoom access that's the other argument for keeping this system going it could be a discussion point for the future okay but for january we'll do this and then leave it open or actually it's a discussion point until the governor lifts the restrictions absolutely okay okay and then we'll say until governor until restrictions okay just until covered restrictions are
lifted and that includes the quarantining of the books because that's why we couldn't use the conference room let's say well before we got to orange now right all right okay i think i have that and then we'll just decide go is judge what happens because it's until restrictions are lifted all right i got it down any further discussion all in favor say aye aye aye any opposed motion carries item b okay so i'm going through the uh the budget lines for the year and trying to zero out as much stuff as possible and i'm looking at the private account and we had our books our
discard book sale
in october and then i realized we still have money from the discard book sale we had in 2019 so it's like the sum was in my eyes so between the two accounts um after the taxes were paid there was eight hundred and twelve dollars and 41 cents from those two book sales um i maintain a wishlist notebook all year um just when patrons come in if they ask for something and and the system doesn't own it or if it's something really good and we don't own it i'll jot it down so i wanted to see about using those funds to to just do one last order for for the
year for items to be added to our
um to our borrowing collection over here
um so the amount i would
ask for is uh 768 dollars and 75 cents
um 768 dollars
yeah 75 cents 75. okay
okay my director's report to you i
forgot to do that today
okay sorry
that was a non-agenda item right yeah
it came up later because i um i i wanted
to get these funds
spent because the last time i can place
an order is uh just december 1st this
year
okay okay that makes perfect sense
because the
the funds were generated by discarding
the dusty books and so buying new stuff
excellent use of the money absolutely
so i'll entertain a motion to uh
utilize bridget's uh plan to spend that
money
a second moved by rizzuto seconded by
earn
any further discussion
all in favor say aye aye
any opposed motion carries
i'll entertain a motion to go into executive session for a personnel item can you send me back host yeah thanks
did you move that uh trusty urn i'm not i'm just curious right where why we're having it who's going to be excluded