

## **MINUTES OF THE MEETING OF THE TOWN OF NORTH COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES**

A regular meeting of the Board of Trustees of the Town of North Collins Public Library was held on Wednesday, November 4, 2020. This meeting was held in person at the North Collins Public Library.

The following members were present: Patti Dole, Jimardino, Bonnie Noto, Anne Maggio and Sarah Friedrich. Also attending: Jacob Rachwal – Library Manager

**Call to order:** President Patti Dole called the meeting to order at 5:30pm.

**Approval to Minutes from 8/5/20:**

**Motion:** Patti Dole, **2nd:** Jimardino. **APPROVED**

### **Directors Report – Jacob**

#### **Staffing**

Bridget Torres resigned as a page in early October. We will not be filling her position at this time. He has instituted a rotation with all staff members to work alternate Sundays. This is giving all staff member's additional hours.

We are still operating at limited staffing levels with 2 staff members on at all times.

#### **Programming**

An attempt at an in person program was held on October 6. We hosted an all-day Slime making program. Only 2 people came to the event. We will try again at some point.

Virtual programming on our Facebook page has continued.

- Alice continues her weekly storytime.
- Jacob does a weekly "Messy Wednesday" program where he demonstrates a messy project.
- He also does a weekly virtual craft event where he demonstrates a craft and makes the supplies available to pick up at the library.

We also had supplies available for people to take and make Halloween cookie houses and Halloween cookies.

We gave away 65 pumpkins and paint sets for a take and make program in October.

We held a book sale from October 18-30 and did quite well. We made \$421.

We will be hosting "University Express" lectures as a satellite location. It will be on Friday mornings at 10am in November and December. These gatherings will be limited to 5-10 people each session. It is a partnership that may continue into the New Year. **UPDATE:** Cancelled for foreseeable future on 11/13 due to COVID.

We are planning a Christmas house giveaway program on Sunday, December 6 in lieu of our traditional graham cracker house program. Paul Lawton will be on hand as Santa.

#### **Building news**

The HVAC system was replaced on October 8<sup>th</sup> by McAllister Heating and Cooling. The State reimbursement should be in shortly.

We have rearranged some of the collections in the library. The non-fiction area is now located where the DVDs were and vice versa. This was done through weeding of unused and outdated non-fiction materials. The DVDs were out of space in their former location and now the collection has room to grow.

More surplus items were removed from the store room and garage and sent to Central.

## Statistics

Full statistics for October are not yet available.

Type	September			Year to Date		
	2020	2019	Change	2020	2019	Change
Circulation	1,129	1,360	-17.0%	7,929	14,559	-45.5%
Library Visits	781	1,264	-38.2%	5,864	11,465	-48.9%
Computer Use	123	153	-19.6%	730	1224	-40.4%
WIFI	205	252	-18.7%	1,729	2,445	-29.3%

## Financial Report

**Private Funds - \$44,989.13**

**County Funds - \$52,722.80**

## OLD BUSINESS

### LED Conversion

Our application for the 2020 NYS Library Construction Grant was approved. Central has agreed to reimburse our portion of the cost. So we will be reimbursed 100% after the project is complete. Jacob reports that we will be moving forward with the project within the next month or two since there is really no point in waiting.

### 2021 Library Budget

Jacob reported that County Executive Poloncarz has proposed a 2% increase in library funding for 2021. This is great news. He cautioned that this is just a proposal at this point. We are unsure what levels our state funding will be yet. That being said, our level of funding for 2021 is still unknown. Jacob will keep us updated with any news.

## NEW BUSINESS

### Proposed Holiday Closings in 2020:

Jacob presented the board with the following proposed dates for closing in 2021:

January 1 (New Year's), January 18 (Martin Luther King, Jr Day), February 15 (Presidents Day), April 2 (Good Friday), April 4 (Easter), May 9 (Mother's Day), May 31 (Memorial Day), June 20 (Father's Day), July 5\* (Independence Day) and September 6 (Labor Day), December 24 (Christmas Eve), December 31 (New Year's Eve).

### Proposed Sunday closings to coincide with the holiday closings:

January 17 (Martin Luther King, Jr Day), February 14 (Presidents Day), May 30 (Memorial Day), July 4 (Independence Day) and September 5 (Labor Day)

**Motion:** Sarah Friedrich, **2nd:** Jim Mardino. **APPROVED**

### **Proposed Board Meetings for 2021**

Jacob presented the board with the following proposed dates for board meetings in 2021:

January 6, April 7, July 7, September 8 & November 3 at 5:30pm

**Motion:** Sarah Friedrich, **2nd:** Jim Mardino. **APPROVED**

### **Christmas Party**

Jacob asked the board to consider if we should have a Christmas Party this year given the current pandemic. Discussion ensued. It was decided to forgo the Christmas party this year and instead purchase a gift for all staff members. Additionally, Anne brought up the possibility of having a party in the summer if all is better by then. We will monitor the situation.

### **Security Cameras**

Jacob proposed that we look into updating our security cameras in the library. He pointed out that the video stream in the office is malfunctioning. All agreed that this is a project that is worthwhile. Patti said it was especially important considering the minimal staffing at the moment. Jacob was tasked with getting an estimate.

### **Micro-Cluster Plan**

Jacob informed the board of a need for a Covid Micro Cluster plan for our library. Jacob presented what the system provided for us as a template. Discussion ensued and a plan was developed.

**Motion:** Patti Dole, **2nd:** Jim Mardino. **APPROVED**

The approved plan will be placed on our website.

### **Other Notes**

- Sarah thanked Jacob for listing of our library of things on our website.
- Jacob noted he is working on a grant proposal through ALA for small libraries.

### **Motion to Adjourn:**

**Motion:** Jim Mardino, **2nd:** Bonnie Noto. **PASSED**