

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, May 6, 2020. This meeting was held virtually via the GoToMeeting app.

The following members were present: Patti Dole, 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 3/4/20 & 3/30/20:

Motion: Patti Dole, **2nd:** Sarah Friedrich. **APPROVED**

Directors Report – Jacob

Staffing

All Part Time staff members are no longer being paid by the system as of April 24, 2020. They have been directed to file for unemployment. The library is closed and there aren't hours to give them. The plan is to call all staff members back to work in their current positions once the library makes plans to reopen.

Jacob is still going into the library to check on the building, answer phone messages, discharge books, water plants, etc. He is also working from home doing virtual programming and administrative tasks.

Building and Grounds

Prior to closure, we started getting bids to replace the lighting fixtures in the library with LED fixtures. Given the current situation, everything is on hold regarding this.

Trainings/Meetings

The system and library managers have been meeting at least once a week to discuss the situation and continue to update us on new developments.

Programming

Until our closure on March 16, Alice continued with her storytime and we had a very successful Craft Night and Heart Healthy Cooking Demonstration.

Virtual programming on our Facebook page has continued. Alice has been doing a weekly story time where she reads a book (Jacob has done a few too). Jacob does a weekly "Messy Wednesday" program where he makes a messy project like slime or playdough. He is also reading Harry Potter and the Sorcerers Stone by JK Rowling (one chapter per day). Patti noted that Alice and Jacobs virtual programming got high marks from Mary Jean Jakubowski in a recent letter sent to all library staff.

Other Notes:

- The grant for \$400 which we received from WNYLRC for conducting healthy programs was increased. We can expect a further check for \$600 from WNYLRC to be used for healthy educational purposes. I have already purchased an Air Fryer, Electric Griddle and an Instant Pot. These can be use for our programming or even added to our library of things.

- On 3/9, Jacob met with John Cataldo and Stephanie Baumler from the NC Elementary school. Due to renovations at the school this summer, they were hoping to use the library as a meeting site for a distance learning summer school. Given the current situation, this may not be happening.

Statistics

NOTE: The Library closed on March 16 due to COVID-19 Pandemic.

| Type | March | | | Year to Date | | |
|----------------|-------|-------|--------|--------------|-------|--------|
| | 2020 | 2019 | Change | 2020 | 2019 | Change |
| Circulation | 1,145 | 1,900 | -39.2% | 4,275 | 5,340 | -19.9% |
| Library Visits | 761 | 1,378 | -44.8% | 3,193 | 3,435 | -7.0% |
| Computer Use | 78 | 122 | -54.7% | 348 | 447 | -22.1% |
| WIFI | 221 | 296 | -25.3% | 815 | 815 | 0% |

Financial Report

The balances of each account is as follows:

County Funds - \$53,790.44 Private Funds - \$45,204.10 Foundation – \$27,749.61
 Money Market – \$42,826.56 Petty Cash - \$57.61

State Report

Jacob presented the 2019 State Report to the board. He also presented a condensed Annual Report to the Community. All seemed to be in order and a vote was taken. It passed unanimously.

Motion: Sarah Friedrich, **2nd:** Patti Dole, **APPROVED**

Reopening/COVID-19 Impact

Jacob reported that the Central library will be providing guidance regarding reopening. It would likely be a phased process and will be a while until things are back to normal. We await word from Governor Cuomo and County Executive Poloncarz regarding lifting restrictions. A date for reopening could not be speculated on at this time.

Additionally, there has been a cut to State Library Aid for 2020 and it is expected that our funds from Erie County could be affected as well. A mid-year adjustment may need to be made to our budget. Jacob will continue monitoring the situation. There is hope for Federal funding to relieve the situation, but that is up in the air at the moment. At this point, we can only speculate regarding future reductions of staff or reduction of library hours. Patti highlighted the value of our library to the community and the need for the library to continue providing services.

Motion to Adjourn:

Motion: Anne Maggio, **2nd:** Sarah Friedrich, **PASSED**

NEXT MEETING: June 3, 2020 at 5:30pm