

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, June 3, 2020. This meeting was held virtually via the GoToMeeting app and in person at the North Collins Public Library. A recording of the meeting is available upon request.

The following members were present: Patti Dole, Jim Mardino, Bonnie Noto, Anne Maggio (virtually) and Sarah Friedrich (virtually).

Also attending: Jacob Rachwal – Library Manager

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

Approval to Minutes from 5/6/20:

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

Directors Report – Jacob

Staffing

We have reopened for Curbside Pickup with a reduced staff. It is Jacob and another staff member. We are busy preparing the building for reopening to the public. We don't expect to get everyone back to their previous schedules for a while.

Trainings/Meetings

The system and library managers have been meeting about once a week to discuss the situation and continue to update us on new developments. Jacob also completed webinars on topics such as reopening and literacy.

Programming

Virtual programming on our Facebook page has continued. Alice has been doing a weekly storytime where she reads a book. I also have a weekly "Messy Wednesday" program where I make a messy project like slime or playdough. These have been well received. We had just over 1000 views this past month.

Mulching

Jacob has ordered mulch and the mulching of our grounds will be completed by David Byl.

Funds

We received our disbursement from the Town of North Collins (\$15,000), Donation from Pat Romano (\$100), and our disbursement from WNYLRC for our healthy living grant (\$600). Thank you notes have been sent.

OLD BUSINESS

Library HVAC

Jacob has spoken to Mike Perry and we are moving forward with the process of getting bids.

Reopening/COVID-19 Impact

Jacob and Sarah attended a ZOOM meeting with other directors and trustees to discuss the budget situation.

There has been a cut to NYS State Library Aid for 2020, but our funds from Erie County should be safe. With that being said, we have to be aware that there could be difficulty in 2021. 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 take things one day at a time. Jacob will continue monitoring the situation and report to the board with any new developments.

LED Conversion

Jacob spoke to Ken stone regarding the LED conversion project. In light of the COVID-19 impact, this project has been tabled until further notice.

NEW BUSINESS

Reopening Plan

Jacob presented his reopening plan to the board. We followed the Central Library template and modified it to fit our needs at this library. We will follow about a week behind of NYS phases of reopening.

Phase 1 - Curbside pickup only – 16 hours

Phase 2 - Open to Public -16 hours

Phase 3 - Open to the Public – 26 hours

Phase 4 - Open to the Public – 32 hours (regular schedule)

The full plan is available to the public upon request. A motion was made to approve the plan

Motion: Patti Dole, **2nd:** Bonnie Noto. **APPROVED**

Safety Plan

In order to reopen, we are mandated by the state to have a safety plan. Jacob presented a plan which is based on the central library template. A number of measures have been taken to provide for the safety of the public and staff. Some things that have been done are removing furniture, providing masks and hand sanitizer, heavy duty cleaners and quarantining materials. Jacob was charged with reviewing this policy weekly and updating as needed.

The full plan is available to the public upon request. A motion was made to approve the plan

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

Motion to Adjourn:

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

NEXT MEETING: July 8, 2020 at 5:30pm