

## **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, July 8, 2020. This meeting was held and 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 6/3/20:**

**Motion:** Bonnie Noto, **2nd:** Jimardino. **APPROVED**

**Directors Report – Jacob**

### **Staffing**

We reopened for Curbside Pickup on July 1, with himself and another staff member on each shift. We reopened the doors to the public on July 8 with the same staffing pattern. This staffing pattern has continued and we will follow this practice for the foreseeable future. All PT staff except one page have been called back. Everyone is on a reduced schedule working one shift per week.

### **Trainings/Meetings**

The system and library managers have been meeting via ZOOM to discuss the situation and continue to update us on new developments. He has also completed webinars on topics such as Summer Reading and the Covid crisis. All staff are required to complete their annual workplace violence and sexual abuse training.

### **Programming**

Virtual programming on our Facebook page has continued. Alice has been doing a weekly storytime where she reads a book. Jacob is doing a weekly “Messy Wednesday” program and also started a weekly virtual craft event where he demonstrates a craft and make the supplies available to pick up at the library

These have been well received. We had just over 626 views this past month.

### **Maintenance**

Jacob repainted the bench at the entrance of the library. We had the grounds of the library mulched by David Byl on June 10. On Friday, July 10, we will be completing some odd jobs that need to be done such as. Installing baby changing tables in both restrooms, repainting and repairing the pillars at the entrance and replacing a broken faucet in the men’s bathroom.

### **Census**

We have been asked to host a weekly Mobile Questionnaire Assistance (MQA) Event. These events will be staffed by Census employees who will assist those that have not completed their 2020 Census Questionnaire. Questionnaires will be completed using Census iPads instead of library computers.

### **OLD BUSINESS**

## Library HVAC

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

## Schedule

Traffic has been slow since reopening. We are currently operating at 26 hours per week which is above NYS minimum standards for our library. Discussion ensued. We will maintain this schedule until Labor Day and then reopen to our regular hours.

## Statistics

Type	June			Year to Date		
	2020	2019	Change	2020	2019	Change
Circulation	737	1,385	-46.7%	5,012	10,180	-50.8%
Library Visits	516	1,692	-69.5%	3,709	7,457	-50.3%
Computer Use	44	124	-64.5%	392	841	-53.4%
WIFI	168	321	-47.7%	1,183	1,679	-29.5%

A discussion on June statistics ensued. All agreed that they were not great, but understandable for the current situation. We will continue to monitor and hope that they improve.

## NEW BUSINESS

### 2020 BECPL System Contract

Jacob read the notes from Ken Stone. The contract is similar to last year. A vote was taken and passed 5-0.

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

### Library Budget

Jacob reported that he is staying up to date on the discussions for next year's budget. There is still hope that the County will get some form of federal aid to help cover some of the shortfalls. This is unknown at the moment. It is prudent to look at potential cost savings in 2020 and identify some for 2021. All system directors were told to prepare for this and a spreadsheet is forthcoming. Discussion ensued and Patti would like to be involved in the planning. Jacob will keep her informed.

### LED Conversion

Jacob spoke to Ken Stone regarding the LED conversion project. The system is unable to cover the costs at the moment, but Jacob would like to pursue a NYS Library Construction Grant to cover this. All agreed it was a good idea and a vote was taken. It passed 4-0, allowing Jacob to start a grant application

**Motion:** Sarah Friedrich, **2nd:** Bonnie Noto. **APPROVED**

### Programming

Jacob proposed having individual programming with limited participants similar to how he does the slime events. Everyone was hesitant, but said it would be ok with limited numbers and sanitation between attendees. The group does not want to do story time my appointment or outdoor movies at this time.

### Motion to Adjourn:

**Motion:** Patti Dole, **2nd:** Anne Maggio. **PASSED**