

**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, August 5, 2020. This meeting was held in person at the North Collins Public Library.

The following members were present: Patti Dole, Jim Mardino, 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 7/8/20:

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

Directors Report – Jacob

Programming

Virtual programming on our Facebook page has continued.

- Alice has been doing a weekly storytime.
- I also have a weekly “Messy Wednesday” program where I make a messy project like slime or playdough.
- I also do weekly virtual craft event where I demonstrate a craft and make the supplies available to pick up at the library. This has been well received.
- We had 487 views this past month.
- Monday I posted an informational overview on the requirements for Homeschooling in NYS and that video has over 260 views at the moment. It has been shared by a few libraries as well.

Maintenance

On 7/10, we had the baby changing tables installed in both restrooms. Additionally, we had the front pillars repainted and repaired. The faucet in the men’s bathroom which was broken was also replaced

Financial Report

Account balances:

Private Funds - \$60,260.95

County Funds - \$53,097.21

All transactions for the previous month were routine.

Statistics

Type	July			Year to Date		
	2020	2019	Change	2020	2019	Change
Circulation	890	1,509	-41.0%	5,905	11,689	-49.5%
Library Visits	680	1,371	-50.4%	4,389	8,828	-50.3%
Computer Use	96	131	-26.7%	488	972	-49.8%
WIFI	164	278	-41.0%	1,347	1,957	-31.2%

OLD BUSINESS

HVAC

Jacob reported that we received three bids for the library HVAC.

After discussion, the board voted UNANIMOUSLY to award the project to McAllister.

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

Staffing

A reduced staffing pattern has continued and we will follow this practice for the foreseeable future. All staff except one page have been called back. Everyone is on a reduced schedule working one shift per week.

We will be reopening to our regular 32 hour schedule in September. We are looking to after Labor Day, but that may be delayed due to a computer update from Central. We will not have any IT support on Sundays as we will be the only library in the system to be open on Sundays this fall.

LED Conversion

Our application for a NYS Library Construction Grant for this project is complete and has been submitted to the central library. The town allowed us to use their grant writer. Jacob will update with news as it happens.

2021 Library Budget

Jacob completed a spreadsheet with possible reductions for 2021. We are awaiting news for what this will mean for us next year. There is still hope that the County will get some form of federal aid to help cover some of the shortfalls.

NEW BUSINESS

Strategic Plan and Long Range Plan of Service

Jacob presented draft documents for Strategic Plan and Long Range Plan of Service for our library. A thorough discussion ensued and updates to both documents were discussed. A UNANIMOUS vote was taken to approve these plans. They will be published on our website.

Motion: Anne Maggio, **2nd:** Bonnie Noto. **APPROVED**

Other Notes

- Sarah requests that a list of our library of things be added to our website.
- Patti would like Jacob to publicize and make the community know our WiFi is available 24/7.
- Anne suggested adding things to our "Library of Things" which might be helpful to homeschoolers in our community.

Motion to Adjourn:

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