

Minutes of the Stamford Village Library Association Meeting Monday, March 23, 2020

Present via conference call (due to shelter-in-place advice as a result of the coronavirus pandemic): Barbara Balliet, Lyle Chastaine, Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner (joined at 6:25); Library Manager Pat Parks; absent: Carol Campbell

Call to order: President Linda Stratigos called the meeting to order at 6:01 p.m.

Minutes: Minutes of the January 27, 2020, Regular board meeting had been distributed electronically prior to the meeting and were approved (motion by Barbara; second by Mike).

Financial reports

Financial reports were distributed to trustees. The P&L statement year-to-date to 3/12/20 shows actual income at \$14,870 vs. budgeted income for the year at \$129,294; actual expense at \$20,852 vs. budgeted expense for the year at \$128,948).

Wayne Bank Checking account statement on 2/28/20 had a balance of \$13,029); Wayne Bank Savings account statement on 2/28/20 had a balance of \$50,323 (with a deposit in January from Tompkins of \$13,237).

Wells Fargo Advisors paid a credit into the Wayne Bank Checking account on 2/7/20 valued at \$249,495, which was to close the Wells Fargo account. A check for the same amount was then written to open the Homestead Funds account on 2/13/20. The board intends much of the future income from the Homestead Funds account to go into a building fund.

The trustees accepted the financial reports (motion by Millie; second by Barbara).

Library manager's report

Pat distributed a written report and added verbal details to her report.

Operational issues

COVID-19 outbreak: The library closed starting on March 18 due to the coronavirus pandemic. All programs are canceled and 4CLS has extended due dates and halted overdue charges. Initial expectation was to remain closed until April 1. Delaware County's state of emergency is currently in place until April 13, although the situation changes frequently.

Pat has made arrangements to check out books and leave them outside for patron pickup. We received a large donation of movies, which Pat has informed our patrons of through social media.

ebook funding: 4CLS is allowing libraries to purchase ebooks as part of their

collection expenditures, which would make books available to all patrons throughout the system. The board agreed to transfer — not increase — \$500 into funding ebooks from its budgeted purchase of new books (motion by Ellen; second by Stephanie).

Temporary library cards: Pat recommended issuing temporary, 3-month library cards, by phone for now, which would allow more patrons access at this time. The board agreed (motion by Stephanie; second by Barbara) to allow such temporary cards.

Robinson-Broadhurst 2019 grant report: The report has been completed and submitted.

Lost revenue: Income from copies, faxes, and late fees will be lower. The raffle basket fundraiser was getting a good response, the drawing for which will be rescheduled.

Furniture replacement: We intend to limit the replacement of furniture for items more easily cleaned because we do not expect the state aid that Seward has obtained for us in the past. We will, however, remove items as needed.

Programs and activities

Hoopla: This service was to have gone live on April 1 and will allow online checkout. (The subscription cost will be prorated once the actual program goes live.)

Storytime online: Pat is hoping to be able to arrange for Rod to offer storytime online; copyright issues are being worked through.

Yoga online: Rod would like to offer a yoga program online. Details are being worked through.

2020 census: The library's computers are not available for patron use in completing the census. Alternative arrangements will have to be made.

Standing committees

Advocacy (community public relations): Millie, Barbara, Carol, Stephanie, Janet

Contacting town boards: Physical visits of all kinds have been canceled for the duration, so attending municipal meetings to encourage budgeting for annual support of SVL has been postponed. The committee is still planning to compose a letter to highlight services, tailored to each town SVL serves (including towns of Harpersfield, Jefferson, Gilboa, Stamford, and Village of Stamford), including the number of visitors from each area and other details. Barbara will provide a draft of the letter, to be circulated among the board, for review before it goes public.

Flag Day parade: Millie checked with the Stamford Fire Department about participation in the June 14 parade; assuming the parade will still take place, all that is required is to show up on time. Plans so far include character costumes, bookmarks for distribution, K-3 books to be donated from CORE as giveaways, and selling 50-50 raffle tickets.

Village-wide yard sale: Trustees expressed interest in participating in Stamford's August yard sale, using the library's front lawn to display items for sale.

Fiscal (financial oversight): *Millie, Ellen, Linda*

Investments: Investments at Wells Fargo were moved to Homestead Funds.

Tompkins Trust will address the board at a future meeting, possibly in May.

Fundraising: *Mike, Carol, Janet*

Mailing: A mailing to encourage renewing or joining the Association is planned for the future, possibly May.

Raffle: The raffle has been put on hold during the library closure.

Infrastructure (physical plant & resources): *Linda, Barbara, Lyle, Mike*

Library building: Mike and Lyle reported that the school board seems to be assuming that SVL wants to buy the Churchill Building. The school district has yet to supply basic information about the building's costs and condition, which SVL will need as it explores its options. SVL's attorney, Ellen Bach, reported that Gregory said the school district is planning to file an action to quiet title on the building, in order to sell it. Bach will communicate directly with James Gregory, the school district's attorney.

Linda spoke with the owners of several of the properties the trustees consider possible future homes for SVL and has received positive responses. Barbara will speak to Don Dales to get a sense of the town's plans.

Linda is pursuing pre-submissions for a USDA grant.

Personnel (contracts, job descriptions, reviews): *Barbara, Millie*

Salary continuation: An email canvas of the board on March 16 resulted in a majority agreement to continue paying the staff during the pandemic shutdown (positive responses on record received from Lyle, Millie, Stephanie, Linda, Mike, Ellen, and Janet); a phone resolution supported this (motion by Linda; second by Barbara).

Policy (bylaws, policies, and rules): *Ellen, Millie*

Nothing new to report.

Adjournment: The meeting was adjourned at 7:09 p.m. (motion by Lyle; second by Barbara).

Upcoming meetings and events of interest

All physical meetings are on hold until further notice.

Monday, May 18, at 6:00 p.m.: Regular board meeting

Sunday, June 14, at 6:00 p.m.: Flag Day parade

Respectfully submitted,

Ellen Thorn
Secretary