

Minutes of the Stamford Village Library Association Meeting Monday, May 18, 2020

Present via [GoToMeeting] conference call (due to shelter-in-place advice as a result of the COVID-19 coronavirus pandemic): Barbara Balliet, Lyle Chastaine, Millie Faulkner, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Library Manager Pat Parks; absent: Carol Campbell

Call to order: President Linda Stratigos called the meeting to order at 6:07 p.m.

Minutes: Minutes of the March 23, 2020, Regular board meeting had been distributed electronically prior to the meeting and were approved (motion by Lyle; second by Barbara).

Financial reports

Pat and Millie distributed financial reports electronically to the trustees in advance of the meeting. The P&L statement year-to-date to 5/11/20 shows actual income at \$47,931 vs. budgeted income for the year at \$129,294; the statement shows actual expense at \$35,689 vs. budgeted expense for the year at \$128,948.

Wayne Bank Checking account statement on 4/30/20 had a balance of \$4,750; Wayne Bank Savings account statement on 4/30/20 had a balance of \$58,629 (including a deposit in April of \$9,300 from Tompkins Financial Advisors).

Tompkins Financial Advisors statement year-to-date to 3/31/20 lists an account value of \$2,164,071, with an estimated annual income of \$53,883 and income for the quarter of \$9,407.

The board asked that Millie arrange for statements from Homestead Funds to be distributed to the board at least quarterly.

Millie will invite Tompkins Financial Advisors to address the board, possibly at the July board meeting.

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

Library manager's report

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

Operational issues

COVID-19: The library is still closed due to the coronavirus pandemic. Reopening will follow New York State's guidelines for libraries. At this time, 4CLS is assuming libraries will be allowed to reopen in Phase 2.

We have taken a one-year subscription to the GoToMeeting application so that the staff and the trustees can meet remotely.

To improve on the efforts of 4CLS to provide safety protection materials, Pat has

ordered a supply of masks, gloves, wipes, and sanitizers independently. Plexiglass dividers will be installed at the front desks to separate staff from patrons. New signage and social distancing policy will be needed to be developed for use once the library building is allowed to reopen to patrons. Children's toys will be quarantined in the Historical Room to eliminate the need to sanitize them. Staff will wipe down patron computers between uses once the library reopens. We will keep a supply of masks available for patrons who need them. A checklist, based on 4CLS protocols, will be developed for patrons to sign a waiver that theirs is essential work requiring their presence.

The library has been granted Payroll Production Program funds of over \$16,000 to cover interim payroll expenses.

ebook funding: As the board agreed in March, \$500 from the new book budget was transferred into funding additional ebooks and audiobooks.

Programs and activities

ebook usage: Checkouts of digital materials are up from last year for the period the library has been closed — from 123 to 230. Of the 12 4CLS libraries subscribing to Hoopla, SVL's Hoopla digital checkouts show the third-highest usage. Unlike Download Zone, multiple patrons can check out items simultaneously, which is especially appealing for new releases. We intend to maintain subscriptions to both Download Zone and Hoopla.

Online programs: Yoga has been very popular, as has Story Time on Facebook. Computer classes continue weekly. Pat will publicize, via newspapers and the web, what activities the library is making available to the public in spite of the building being off limits.

Summer reading: Camp HERE has been canceled for this summer. Fred and Rod are working on ways to provide the library's part of this program and to encourage summer reading, which is funded through Robinson Broadhurst.

Standing committees

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

Contacting town boards: Municipal meetings are not being held publically, so Millie has had to postpone attending them to encourage budgeting for annual support of SVL.

Flag Day parade: We understand the Flag Day parade has been canceled this June.

Village-wide yard sale: It is not known yet whether Stamford's August yard sale will be canceled.

Ongoing library services: Pat will inform the public, via the newspaper, about the services SVL is making available during the time of library closure.

School graduates: Because public ceremonies and events cannot be held at this time, trustees asked what the library could do to help identify and celebrate the school's graduating senior class as part of our community. The board agreed that posting photos or arranging other public acknowledgment is under the school's aegis and responsibility.

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

Investments: Millie will ask Homestead Funds to provide regular statements for the board.

Tompkins Financial Advisors will attend an upcoming board meeting, possibly in July.

Fundraising: *Mike, Carol, Janet*

Mailing: A mailing to encourage renewing or joining the Association was being planned and will be considered for sometime after the public is back to work.

Raffle: The raffle has been put on hold during the library closure. Pat donated the fresh seeds that were part of the raffle basket to the Food Bank held at the Sacred Heart Church. (The wine and glasses have a longer expiration date!)

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

Library building: Linda is working toward preparing a rural construction grant through the USDA, one requirement for which is the library's charter; she was able to get the NYS Board of Regents to provide the library with a replacement copy of the handwritten charter.

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*

New policies related to the COVID-19 pandemic will be drafted as required.

Old business

Willis Collection: The trustees voted 6 to 2 to accept the materials collected by Daisy DeSilva and earmarked for SVL via the will of her daughter, Anne Willis (yes: Barbara, Millie, Stephanie, Linda, Mike, Janet; no: Lyle, Ellen); to have Karen Cuccinello and Liz McPhail review the materials; and to have Karen make a recommendation to the trustees about what to do with the materials. Linda will notify the Willis estate of the board's decision and will make arrangements for the materials to be moved for study into an environment better suited to document protection than the train station; the basement of the bank had been offered previously.

Adjournment: The meeting was adjourned at 7:33 p.m. (motion by Lyle; second by Mike).

Upcoming meetings and events of interest

All physical meetings are on hold due to the COVID-19 pandemic until further notice.

Monday, July 27, at 6:00 p.m.: Regular board meeting. Tompkins Trust possibly to attend.

Respectfully submitted,

Ellen Thorn
Secretary