

EBCPL Library Board Meeting Minutes  
Thursday, May 21, 2020 – Approved June 12, 2020

I. Call to Order at 4:32 pm by President Lynn Skolnick remotely via Blue Jeans. Participating were: Connie Keller, Steve Sharoff, Steve White, Sari Rosenheck, Marvin Rappaport, Marcia Raponi, and Mary Paige Lang-Clouse. Robert Manzi also dialed into the meeting.

II. Motion for Approval of Minutes of April 16, 2020 by Marcia, seconded by Sari. Motion carried.

III. Correspondence: Thank You note from Joan Booth for her holiday present.

IV. Public Comment: None

V. Voucher Approval motion by Lynn, seconded by Sari. Motion carried.

VI. Bills to be Paid. Motion by Connie, seconded by Sari. Motion included additional checks for Paraco (Ck# 6647 for propane \$490.80), Friedman-Fisher Associates, P.C. (Ck#58 – Capital Acct - for Engineering Services for the generator, final billing \$2,338.19), and Harry F. Rotolo & Son, Inc. (Ck#57 – Capital Acct - for Pay App #3 for the generator \$80,859.25; retainage withheld). Passed unanimously.

VII. Reports

a. Committees

- i. Programming: no new programs to announced at this time pending reopening. Connie continues to communicate with those who were on our calendar but have been put on hold pending re-opening.
- ii. Building & Grounds: ramp Marcia donated to be used for the storage shed; nothing new on regularly scheduled cleaning templates; letter was written to DASNY re items they approved payment for that were not correctly done, including raising the propane tanks, paint due to leakage repairs at the portico, and re-calibration of the correct thermostats that were installed in 2019. There is also a bill for replacing the elevator back up battery which Schindler contends was depleted during installation of the generator and power was disconnected. The charge is \$1900 for new battery, plus charge for two visits of \$850 and \$1300. Battery was 5 years old.
- iii. Policy: need policy for outdoor use in time for reopening. Mary Paige will schedule the Policy Committee for virtual meeting.

b. Youth Services: another terrific and moving report by Cheryl whose nightly story times for youngsters is being very well received and well attended online.

c. IT: separate report by Jonathan, including a high number of “unique opens.”

d. Monthly Statistics: e-books circulation was up 67%; 13 new e-patrons; and writers group had 8 people participating.

e. Friends of the Library meeting was held on May 8<sup>th</sup> and attended by Connie and Lynn. Friends had a full agenda and discussion, including collection of plastics for recycling and obtaining a [Trex bench](#); FOL pledged \$1,000 to go toward the watering cart; there is a backlog of \$3,900 the Friends collected for pavers; and FOL will give a tote bag to those joining or re-upping their Friends membership.

f. Directors Report: Victoria, new bookkeeper, is getting things set up; working on how to post inhouse as to how we’d been doing it otherwise for years and years. Hiring a replacement for Alex in light of virus is being evaluated; Joan Booth has served the library part-time for 47 years. She recently filed for retirement, as of June 2<sup>nd</sup>, though plans to continue working with us post-retirement in her existing capacity; working with RCLS to develop a policy for reopening in stages. Outdoor stage is basically done except for minor finishing touches by Malum; Sullivan Renaissance funded garden grant and half cost of watering system of \$930. Subscription to BlueJeans App was purchased and is to be used for all virtual meetings going forward. Twice weekly online newsletter by Cheryl and Jonathan is being very well received.

VIII. Old Business

- a. Investment: Steve rechecking with credit unions for highest interest rate for deposit of unallocated funds. Banks are minimal or are only for personal deposits.
- b. Personnel Update: Bookkeeper Victoria Sims is on board.
- c. Punch List - Stage: very little left.
- d. RCLS Legislative Breakfast still scheduled for Friday, September 25, 2020 at Bear Mountain.
- e. 2021 Budget Vote & Trustee Election: Wednesday, October 7, 2020, 3pm-8pm
  - i. Those up for re-election this year: Marcia and Sari
- f. RFP for mowing/gardening was awarded to M&K Landscaping.

IX. New Business

- a. Covid-19 & Plans to Re-Open: BOT had a lengthy discussion on the factors that need to be taken into account re-opening. President Lynn scheduled a separate meeting of BOT on Monday, June 1 specifically to discuss the details of the multi-staged plan Mary Paige will be working out with RCLS and its 47 member libraries, in particular using a regional approach. In meantime, BOT approved allowing a single staff member at a time to return to work on limited basis with Mary Paige but respecting social distancing and wearing mask and gloves as per social distancing guidelines.

- X. Adjournment motion by Marvin, seconded by Sari at 6:18 pm. Motion carried  
Next Meeting: Thursday, June 18, 2020 at 4:30 pm.