

MINUTES
VOORHEESVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES VIRTUAL MEETING and BUDGET PRESENTATION
May 18, 2020

Attending: Bryan Richmond, President; David Gibson, VP; Alan Kowlowitz, Janna Shillinglaw, Belinda Heckler, and Sarah Clark, clerk
Others Attending: Tracey Pause, Assistant Director
Excused:

Call to order, 7:03 p.m., Bryan Richmond, presiding

PUBLIC COMMENT: no public comments

REVIEW OF MINUTES: The April 27, 2020 minutes were approved with the correction to show that the Voorheesville Cares postcards were not mailed. May 11, 2020 Called Meeting minutes accepted as presented.

DIRECTOR'S REPORT: Sarah Clark shared that UHLS is conducting a COVID-19 Reopening virtual meeting for board members on Thursday, 5/21, at 6:30 p.m. Tim Burke, UHLS director, will be sharing the reopening plan as created by the UHLS Ad Hoc Committee.

Hoopla statistics were shared, showing 140 new users, each checking out 2-3 materials. Based on use, VPL will need to contribute about \$1100 to maintain this service through the foreseeable closure. Excerpts and summaries of books will be removed from the catalog to prevent disappointment and cut costs. Hoopla allows book discussions to continue virtually, because the service model doesn't restrict the number of concurrent users per title.

Dennis Ulion was nominated by VPL as volunteer of the year to UHLS. Even though there is no awards dinner in 2020, awards will still be given.

PERSONNEL REPORT: nothing to report

TREASURER'S REPORT: No Treasurer's Report
M (AK) S (BR) P To accept the warrants as presented.

The Board discussed e-content spending and the differences between the lending models provided by OverDrive and Hoopla.

FRIENDS OF THE LIBRARY REPORT: Tracey reported that the Friends have been setting up practice meetings using the library's GoToMeeting account to prepare for their June 1 annual meeting, at 7 p.m. Information was shared about the meeting through MailChimp. Candidates for a number of board seats will be voted on at the meeting, including Mollie Lampi for

president, Dennis Ulion for vice-president, Sharon Siegel for Secretary, and Sherry Burgoon, member-at-large (hospitality). Nobody is running opposed at this time. Tracey will send out a reminder to the VPL board re: the meeting.

COMMITTEE REPORTS:

Finance - Finance committee met to review the current budget year. It was determined that the library's finances are in good shape, and the Capital fund, and savings for anticipated increased retirement costs will likely be funded with some of this year's budget. There have been extra costs for Hoopla, and other COVID-19 related expenses.

Facilities - did not meet

Policy - met to discuss reopening plans, and draft of health emergency policy. Sarah reported that she had read a succinct policy that may suffice. All plans will be in step with the governor's executive orders. There were discussions about what phases can trigger new or expanded library services.

Personnel - did not meet

BUDGET PRESENTATION:

Sarah shared the budget message, as presented in the community mailer. Bryan inquired about what other means we would use to advertise, particularly Summer Reading. SNN and MailChimp will be included among other communication channels.

OLD BUSINESS:

Strategic Plan: Tuesday night (5/19) is the virtual focus group meeting. The board discussed whether the participants' identities should be shared. It was decided this was not needed at this time.

Covid19 Update: Libraries, at this time, have still not been assigned an official phase. The plan is to start phasing in curbside service when the area is cleared to open. Staff will return to the building after the holiday weekend, with a regular staff schedule starting June 1, using the recommended Team A and Team B model. Curbside pickup will be done contactless. Bryan inquired about testing employees prior to reentering. Sarah did not include this step in the plan. Bryan shared that the governor's stance is that anyone who would like a test prior to returning to work would be able to get it (that capacity had been met). Janna expressed concern about the legality of mandating the test. Bryan suggested that other industries are required to test employees. Janna was concerned about the false sense of security a test may provide. Sarah discussed masks and other safety precautions which will be implemented upon the phased-in reopening. Alan inquired about book returns. Returned items will be collected in bins and quarantined. A discussion ensued about how patrons will receive notifications regarding book

due dates. Tracey explained the automatic UHLS notices for overdue and lost materials, and that we have control over those messages, and their timeframe.

Bryan inquired about concerns staff may have regarding reopening. Sarah and Tracey reported that staff have been meeting weekly to discuss plans, and have had the opportunity to add to a Google doc, anonymously with any questions or concerns. Tracey reported that staff knows we're doing the best we can to keep them safe, and training will take place daily. Staff are comfortable with the phased-in plan.

Summer Reading: Tracey shared that the first day to sign up for Summer Reading is June 1. The kick-off performer is Steve Songs, who will be tailoring his performance to VPL families. Some performers who were previously scheduled will do virtual programs, but not all. Other programs will be conducted by Cornell Cooperative, and library programs will include craft "take and makes," book discussions, and fitness.

Bryan emphasized that PR will be especially important this year considering the changes to the delivery of the program. It's an opportunity to reach larger audiences.

Pages: Janna asked about communication to pages. Tracey reported that she, Sarah, and Michele met to talk about the pages and what work they could perform over the summer. Once school is officially over, they may help with curbside, craft bags, and other program preparations. An email will be sent out to them before the end of the week with this information.

NEW BUSINESS:

Janna asked for the date the mailer would be ready. Sarah hoped it would be in mailboxes before the weekend, or at least, early next week. Sarah has asked the school district for the date to expect the ballots to be delivered.

David asked for clarification on when new officers get nominated for Board roles. Alan stated that the bylaws read that the new members must be sworn in first. Alan will confirm with the most recent bylaws.

No Public comments

OPEN FORUM: Janna shared information regarding the upcoming event, Fill a Truck for Vets, which is coordinated effort by the Methodist Church, Key Club, Voorheesville Cares, the High School, and the Library to support the Albany Miracle Network. The event is Saturday, 9-12, and items may be dropped off at the library or HS. Items needed are personal supplies, like shampoo, soap, and sunscreen.

Next Meeting: Monday, June 22, tentatively virtual.

M (JS) S(BH) P: TO ADJOURN AT 8:05 PM

Respectfully Submitted,
Sarah Clark, Clerk