

CFL Regular Board Meeting via Video Conference

April 15, 2020 - 7:00 p.m.

Minutes

1. Call meeting to order at 7:08 p.m.  
Present: Vivian Bosch (President), Diane Ames, Mark Martin, Maria Manning, John Hoeschele, Myron Walter, Mike Anderson, John Whittleton, Kathleen Hennessy, Kim Hay, Georgette Ogle, Randi Storch, Jen Graney (Director), Lorri Moore (Business Manager)  
a) Excused: Bryan Riccardi
2. Motion to approve February 2020 regular minutes by Trustee Hay, seconded by Trustee Walter. Motion carries.
3. Motion to approve Financial Statements for February 2020 by Trustee Whittleton and Trustee Martin seconds. Motion carries. Motion to approve Financial Statements for March 2020 by Trustee Walter and Trustee Hay seconds. Motion carries.  
a) Business Manager informed the Board that we didn't receive the tax money until April 2<sup>nd</sup>. Normally we get it in March.
4. Director's report  
a) Director provided an update on the elevator contract situation. There has been no response yet regarding the past-due invoice for \$5938 for work which was never done. We still have had violations cited while under contract with Schindler.  
b) Library received \$3416 from the Rosen Grant for Ready, Set, Read.
5. Committee reports  
a. President's report:
  - i. A thank-you note was sent to Russ Ruthig for his 12 years of service on the Board.
  - ii. The Board approved the following via email:
    1. With the Finance Committee's recommendation, the Exec committee unanimously approved the allocation of additional funds (\$69,227) to cover the shortfall on NYS Construction Grant projects (YS A/C, Basement Storage Shelving, Art Gallery wiring) (Approved 3/8/20)
    2. a temporary change to the library's sick leave policy encouraging staff to stay home when they exhibit symptoms of the coronavirus or think they have been exposed to the virus; removing the limit on the number of sick days; and continuing to pay all staff their normal wages for their regularly scheduled hours per the Unscheduled Closing policy. (Approved 3/15/20)
    3. closing the library as of 5 pm March 16, 2020. (Approved 3/16/20)
    4. having only essential staff (Jen, Theresa, Lorri, Tammy, Aimee, Dave (cleaner)) report to work effective Tuesday, 3/17. (Approved 3/17/20.  
Note: On 3/20/20, in compliance with NYS Executive Order 2020.13, there will be no library staff at the library. )
- b. Construction grant projects update provided by Business Manager Moore. Pictures of the work are available on the shared google drive. Trustee Walter said there is a problem with the selected suspended lighting for the periodical room. He is proposing fewer fixtures with higher wattage instead.

- c. CCAP grant – NYS requires us to get SHPO approval for the accessibility project. Have contacted architect Jon Carnes.
- d. Investments: Trustee Whittleton reported that although the endowment is down 16.15% as of 4/7/2020, that is better than expected. The Dashboard report shows \$51,000 in Money Market but it is closer to \$100,000. There is \$80,000 in ultra short bond fund which is essentially the same as Money Market but with higher yield.

6. Old Business

- a. Motion to accept the Friends’ revisions to the 2020 Annual Wishlist by Trustee Hennessey and Trustee Walter seconds. Motion carries.

7. New Business

- a. 5-yr review of existing policies
  - i. Motion to approve Freedom to Read, Freedom to View and Library Bill of Rights policies by Trustee Storch and Trustee Hoeschele seconds. Motion carries.
- b. Re-opening the library
  - i. Director explained that the plan is to open the library in stages: first staff only, then deliveries, and so on. Question on whether the state, local or FLLS will decide when to open. Trustee Hay said the number of people allowed in will be limited and there won’t be people sitting at computers.
  - ii. Trustee Ogle cannot work on fixing books in her room while the library remains closed.
- c. Top 10 Actions a NY Library Board Can Take to Foster a Library’s Mission and Ensure its Viability During the COVID-19 Pandemic Crisis
  - i. Discussed the information and plan provided by Stephanie “Cole” Adams (“Ask the Lawyer”). Because things are changing so rapidly and new guidance is being provided regularly, no formal action on the plan will be taken at this time.
- d. Accessibility Options (Lula Lift or new elevator)
- e. Proposed Marketing Plan – Trustee Hoeschele. provided brief high-level info with a more detailed discussion postponed until the May meeting.

8. Next Board Meeting: May 20, 2020: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 5/11.

9. Adjourn at 8:28 p.m.

Respectfully submitted,  
Maria Manning, Secretary