

CFL Regular Board Meeting via Video Conference

July 15, 2020

Minutes

1. Call meeting to order at 7:06 p.m.
 - a. Present: Vivian Bosch (President), Diane Ames, Mark Martin, , John Hoeschele, Mike Anderson, Kathleen Hennessy, Kim Hay, Georgette Ogle, Randi Storch, Bryan Riccardi, Jen Graney (Director)
Excused: Maria Manning, John Whittleton, Myron Walter
Guest: Theresa Mekeel
2. Minutes: Motion to approve June 17, 2020 regular minutes by Trustee Hennessy, seconded by Trustee Hay. Motion carries.
3. Motion to approve Financial Statements for June 2020 by Trustee Hennessy, seconded by Trustee Ames. Motion carries.
4. Director's report
 - a. Updated version of the report include status of PKM virtual audit and correction to the date of a virtual program.
 - b. PPP loan: Depending on the amount of the loan, loans may be automatically forgiven without the need of a forgiveness application.
 - c. Have spent \$350 on COVID supplies. Will need to purchase more wipes and hand sanitizer already.
 - d. Received 2 thank you notes from children- one with Captain Underpants and one thanking us for the scavenger hunt.
 - e. Have received great feedback on the new format of the monthly newsletter with new logo. Over 250 patrons are now signed up for the newsletter; working on adding sign-up option to CFL website and social media.
5. Committee reports
 - a. President Bosch informed the Board that Jen is confirming the 12-month extension on the NYS construction grants projects with NYS. The significance of being able to keep the money allocated for the chairlift until June 2022 is that we would have additional time to combine those funds with the CCAP (Lifton) funds to improve accessibility.
6. Old Business
 - a. Re-opening
 - Jen reviewed the updated Stage 3 plan
 - Covered plan with staff yesterday
 - Grab & Go will replace curbside pick-up
 - Found out that we are not required to open our bathrooms for Stage 3. However, we will keep one bathroom downstairs open for the public – no key necessary. Staff will continue to use the upstairs staff bathroom.
 - Concern about staff wearing face coverings in 80 degree temperatures (main reading room). We may need to add a new condition to the Emergency Closing policy.
 - Current phase: all curbside pickup slots have been full – especially with Make & Take.

- b. In memory of Lee Taylor: Lee's obituary requested donations be made to either CFL or United Presbyterian Church (UPC). Agreement that the Board will purchase a book in Lee's memory. Trustee Ames will reach out to Lee's family for a title or book category suggestion.

7. New Business

- a. Motion by Trustee Hoeschele to approve revisions to the Temp Sick Leave Policy to incorporate new Executive Orders 202.45 and 205. Seconded by Trustee Anderson. Motion carries.
- b. 5-year review of existing policies
 - Motion by Trustee Hennessy to approve the updated Computer Use & Internet Access Policy. Seconded by Trustee Anderson. Motion carries.
 - reference to Wi-Fi connectivity removed from the Need for Policy section.
 - Jen confirmed the wording in the Internet Filters section was appropriate for CFL.
- c. Vacation Extension due to COVID-19 Library Closure: Trustee Hay moved to extend the expiration date of vacations for Tammy, Jaymie, Aimee and Theresa to October 31, 2020. Trustee Storch seconded. Motion carried.
- d. No Fines
 - Jen presented a slideshow on why CFL should change to a no overdue fines policy. Jen will email the presentation to the trustees.
 - 21 of 33 FLLS libraries have a no overdue fines policy.
 - ALA issued a resolution on no fines. Backed by NYLA
 - Those who can afford to pay do, but those who cannot afford to pay stop coming to the library or never come in the first place.
 - Library's job is not to teach responsibility. It is to help people access resources.
 - In 2019, actual overdue fines totaled \$4210.19 – just 1% of our total operating budget.
 - Lost or damaged items would still incur a fee.
 - Need to look for funding alternatives. E.g., TCPL's "Give in Joy" campaign to help eliminate fines.
 - Eliminate fines for all patron types.
 - Consider changing billed status from 60 days to 21 or 30 to encourage return of books sooner.
 - Speed up overdue notices (if FLLS can do that).
 - Staff time spent on overdue fines: 2 hrs/wk * 52 wks = 104 hrs = \$1560 staff wages
 - Discussion:
 - Almost 700 patrons could use the library again
 - Would not affect collection agency because the books are considered lost by that point.
 - Kathleen: Consider doing amnesty as an interim step to see how many people come back
 - Kim: Do not believe it is right to collect fines on books – especially in this community
 - Mike: Agree on eliminating fines but how would checking out books work for those who are late? Continue to use library until 60 days?
 - John H.: voluntary fines? (similar to TCPL's Give Joy or a tip jar)
 - Kim: Schools can't fine because taxpayer money is used to purchase the books.
 - Diane/Kathleen: CFL books are purchased with donations/memorials/trustee money.
 - Kim: Try gentle reminder to return books so someone else can read them.
 - Diane: What % of books are overdue? Has declined since 2013 (11%) to 3 – 4% in recent years.
 - Georgette: most people don't return books because they forgot, misplaced or damaged. We need to let them know damaged books can be repaired.

- Next Steps: Jen will share slides and trustees will have 2 weeks to review and provide questions/suggestions. Jen will propose a specific plan for our next meeting.
- e. Window A/C: Jen plans to use the Director's Discretionary Funds to purchase an a/c unit for the window behind Theresa's desk. While it wouldn't cool the room, it could provide some relief to staff who are near it.
 - Discussion on face shields instead of masks, closing windows for A/C (remove humidity) vs. keeping windows open for roof exhaust fan, effectiveness of ceiling fans, need to plan for AS A/C.

8. Next Board Meeting: August 19 20, 2020: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 8/12.

9. Adjourn at 8:09 p.m.

Respectfully submitted,
Vivian Bosch
Secretary Pro Tem