

**Schoharie Free Library
Regular Board Meeting
May 13, 2020**

The Schoharie Free Library board of Trustees met telephonically on May 13, 2020 at 7pm.

Present: Officers: Pat Clancy, *President*; Deb Paden, *Vice President*; Dan Ennist, *Treasurer*; Michelle Haverly, Vanessa Repicky, *Secretary*. **Trustees:** Toni Schaffer, Amanda Maleszweski, Bridey Finegan, Jaquelyn Hadam, Elizabeth Farr.
Director: Cathy Caiazzo.

Call to Order: 7:07

Secretary's Report: Upon a motion by Bridey Finegan, seconded by Toni Schaffer, the board unanimously accepted the meeting minutes from the Regular Board meeting on April 8, 2020 submitted by Vanessa Repicky and the Special Board meeting minutes on April 21, 2020 submitted by Pat Clancy.

Treasurer's Report: Dan Ennist submitted the April 2020 Financial report for review. Deb Paden notes that the budget vs actual spreadsheet has a loss of approximately \$32,000 from our FAM funds account. Upon a motion by Deb Paden, with a second by Pat Clancy, the April 2020 Transaction detail report was unanimously accepted. Upon a motion by Jaquelyn Hadam, seconded by Bridey Finegan, the April 2020 Financial Report was unanimously accepted.

Program Director's Report: The board expressed gratitude for all the work that Jennifer Mosher and Heather Skinner have been doing to provide online programming. Upon a motion by Bridey Finegan, seconded by Deb Paden, the board unanimously accepted the April 2020 Program Director's report.

Director's Report: Cathy Caiazzo presents her April 2020 report. The MVLS annual meeting will be held virtually on May 18th 2020. Upon a motion by Bridey Finegan, seconded by Amanda Melszweski, the board unanimously accepted the April 2020 Director's Report.

Old Business

FEMA Process: Deb is working on getting us ready to apply for FEMA assistance if needed, Cathy will help prepare documents.

Insurance: Dan Ennist noted that the insurance premium has been paid.

Financial Audit: The board of trustees approved a firm to provide a three year financial review in August 2019 at which time they estimated it would take 3 months to complete. Requested documents were submitted to the firm in January 2020. Dan Ennist has not heard from the company since February 2020. Deb points out that "Letters of engagement" may not have been signed. The board discussed potentially delaying report until after the pandemic. Deb will contact the company to find out where they are in the process and report back to the board.

Tree Removal: The board previously decided to delay applying for a Construction grant to cover parking lot expansion and tree removal. Elizabeth will request a quote for removal of dead tree only and necessary trimming.

Search Committee: Will meet following the June 2020 vote and Trustees meeting.

New Business

Tax Levy Increase: The school budget vote will be held June 9th via mail-in ballot. The library's Tax Levy increase will be a proposition on the ballot. Deb will draft a postcard mailing with the new voting procedure and library offerings during the pandemic. Deb will circulate the draft for approval prior to printing. Deb has ordered the tote bags and is awaiting a delivery. The vote will also be advertised in the newspaper.

Re-Opening:

- **Phase 2 or 4?**- Cathy reports that NYLA is advocating for libraries to be able to reopen during Phase 2. Although, at this time libraries will likely be grouped into Phase 4 of reopening. Schoharie Free Library will check for guidance from NY State to confirm which phase of reopening the library falls under.
- **MVLS-** Cathy has attended a Directors Counsel meeting and reports that reopening will need to happen in conjunction with MVLS and is awaiting further guidance from them.
- **PPE-** Cathy has ordered masks, obtained sanitizer, outlined a plan to quarantine books as they are returned and begun mapping out social distance plans for the library. A curbside pickup plan is also in the works and will be used as needed. Masks will be required to be worn by all patrons while inside the building.
- **Cleaning** – Cleaning procedures will need to be updated to include frequent disinfection of high touch surfaces. Cathy discussed possible ways to sanitize keyboards. Cathy will obtain a quote from Harva to make a plexiglass breath guard for the circulation desk and the patron computer desk. Cathy will inquire if Kim Cleveland is available to disinfect the high touch areas of the library nightly. Deb suggests the possibility of closing bathrooms to public, Cathy reports that the Directors counsel feels that one bathroom should remain open. Toni suggests signage which deters use and keeping it locked unless requested.
- **Hours of Operation-** Discussion of designated hours primarily for elderly or immune compromised patrons and temporarily canceling evening hours. The new temporary hours will be: Monday, Tuesday, Friday 11-6, Thursday 12-7, Saturday 10-2 with seniors and immune compromised only from 10-11.
- **Volunteers-** No volunteers will be accepted at this time.
- **Community Groups-** Community groups will not be permitted to utilize the library space until further notice.
- **Maximum Occupancy-** Recommend limit to 10 person occupancy and labeling front door as "closed" although it will remain unlocked as it is a fire exit.

Executive Session: Upon a motion by Pat Clancy, seconded by Deb Paden, the board entered into executive session at 9:11pm. Upon a motion by Pat Clancy, seconded by Deb Paden, the board exited executive session at 9:13. No action was taken.

Adjourn: Upon a motion by Bridey Finegan, seconded by Amanda Maleszweski, the board unanimously adjourned at 9:14pm.

Respectfully Submitted,

Vanessa Repicky
Secretary