

MINUTES OF WILLIAM K. SANFORD BOARD OF TRUSTEES MEETING OF WEDNESDAY,
April 22, 2020

Attendance: Craig Blair, Matthew D. Sissman, Kimberly Fanniff, Donna Cramer-Sharer, Keith Volsky, Mary Ellen Bolton, and Florence Abrams

Also Present: Evelyn Neale, Library Director, Linda Murphy, and Town Board Liaison.

The meeting was called to order by President Craig Blair at 6:01 pm.

Public Comment: None

The minutes of the February meeting were approved upon a motion by K. Fanniff and seconded by D. Cramer-Sharer.

E. Neale reviewed the proposed reopening protocol-Staff have been contributing ideas during virtual meetings; staff will enter the building the week of May 11th. People with existing holds will be contacted first, with curbside service being provided (week of May 26th). The building will be open on a transactional basis the first week of June. Computer use will be by appointment, with a mouse and keyboard provided to each user. The building will probably be open to the public in mid-June.

Facility staff has done and will continue to do a cleaning prior to the opening. There is a concern about being open on weekends because there are less staff present to monitor the patrons in the building. As a result, there will be reduced hours- closing at 6 PM on weekdays and no weekends or perhaps having short drive-by hours on Saturdays.

Virtual programming will continue at least through June and perhaps July; the first programs in the building will be those for which there is adequate social distancing possible.

There will be no computer use until the third week the building has been open and computer spacing will be increased; there will be four at a time to start and then eight, with disinfection being done in between users.

E. Neale proposed that going forward, the Library should have a state of emergency policy. Possible wording was discussed and the following policy was proposed:

“State of Emergency Procedure:

In a state of emergency this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of our Staff and Patrons. Restriction of services will be determined in accordance with any applicable Executive Orders from the State and Local

Government and executed by the Library Director in coordination with the Library Board of Trustees. Every effort will be made effort will be made to communicate necessary changes as possible and as safety allows. See “Emergency Manual for Evacuation and Safety Procedures.”

The proposed policy was approved upon a motion made by M. Sissman and seconded by M. Bolton.

Over 600 new digital purchases and over 10,000 checkouts on Overdrive have occurred in a single month. There have been virtual book discussions and other programs online. Businesses won't be solicited for the summer program; instead the Library will promote past donors to participants. There was a suggestion that what the Library has been doing be publicized in the Spotlight and on the town tv station.

The Library received a Stewart's grant for adaptive equipment with people for dyslexia.

Budget and Finance: The year is 30% over. Revenue from fines, printing, and sales will obviously fall short of the projected amounts this year. At the same time, almost all expenses are below budget. While the Library has been closed, the only materials that have been purchased are online materials.

A motion to approve the budget was made by M. Bolton and seconded by K. Volsky. The motion was approved.

Personnel: As a result of all of the delays caused by the virus, pages will not be hired until the fall.

Upper Hudson Library Association: The UHLA will be meeting to discuss reopening. The annual dinner is canceled.

Friends of the Library: The Friends will meet in May to discuss the Book Nook and the sale of reusable bags. The Gala has been canceled.

Building and Grounds:

Replacement of the roof is on hold until the building reopens; change orders from the last construction phase are on hold.

New Business: None

Old Business:

No further investigation about sign options has occurred. The proposed gift policy will be circulated to board members for consideration.

M, Sissman proposed the following resolution: “We, the Board of Trustees of the William K. Sanford Library, wish to express our support, thanks, and gratitude to Evelyn Neale and the staff of the Library for their professionalism during this unprecedented and difficult time. We would also like to thank the library’s patrons for their patience and understanding.” The Board unanimously approved the resolution as well as the distribution of the resolution to library staff and members of thrown board and publication in library emails and on the. Library website.

Next meeting of the Board will be on May 27.

Adjournment: A motion to adjourn was made by K. Fanniff at 7:10 pm and seconded by M. Bolton. The motion was approved.

