

MINUTES OF WILLIAM K. SANFORD BOARD OF TRUSTEES MEETING

OF WEDNESDAY, JUNE 24, 2020

Attendance:

Present-Florence Abrams, Craig Blair, Mary Ellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, and Matthew Sissman

Absent-Keith Volsky

Also in Attendance: Library Director Evelyn Neal and Colonie Town Board Liaison Linda Murphy

Call to Order: President C. Blair called the meeting to order at 6:03 pm.

Public Comment: None

Minutes: After the correction of one typographical error, the May 2020 minutes were approved on a motion made by M. Sissman and seconded by M. Bolton.

Administrative Services:

There were over 1000 pickups and 445 members of the public in the building during the first week that Library opened after the Covid shutdown. There have also been twelve computer appointments per day. Access will not be increased until there are more staff.

Two staff people are going to be taking sick leave and others are going to be taking vacation so E. Neale will be requesting authorization to bring back two staff members.

Budget and Finance:

The Library had to spend \$2600 to clean up damage that resulted from lavatory use during the Farmers Market at a time when the Library itself was closed to the public and no Library employees were present to monitor the situation

A motion was made by D. Cramer-Sharer and seconded by F. Abrams that the Board request reimbursement for the damage from non-library designated funds. The motion was approved.

The Library's budget was reduced by about 13% in May, including money for payroll. Consequently, the Library cannot afford person to run Zoom online programs

There has been a big deficit in fines because with reduced staff and hours, the Library has continued not to charge fines. The Board will be asked to decide at the September board meeting about whether the imposition of fines should resume.

A motion to accept the financials was made by D. Cramer-Sharer and seconded by K. Fanniff. The motion was approved.

Building and Grounds:

The children's room playground floor was installed on June 23rd.

Construction change orders are still in the Town Attorney's clearance process.

The Army Corps of Engineers holds an environmental easement on Maxwell Road. The Library is hoping to do a land trade so that a Library sign can be placed on Field Drive.

The bidding process for the new roof is underway: the bids will be opened on July 7th.

Upper Hudson Library Association:

Upper Hudson is following state Covid guidelines for information technology.

The Library will not be applying for any of the construction grants administered by Upper Hudson this year.

Friends of the Library: The Friends are currently on hiatus during the pandemic.

Old Business:

Because of the impact of the Covid crisis, updated drafts of Library policies that are under review are not ready for further discussion yet. The Library's circulation policy will be added to the policies under review for revision.

An update of the Library's plan of service will be held in abeyance until in person public forums can be held.

Adjournment: A motion to adjourn, made by K. Fanniff and seconded by M. Sissman, was approved at 6:55 pm

The next board meeting will be held on Wednesday, September 23, 2020.

Respectfully submitted,

Florence Abrams
Secretary