

MINUTES OF WILLIAM K. SANFORD BOARD OF TRUSTEES MEETING
OF WEDNESDAY, OCTOBER 28, 2020

Attendance:

Present: Florence Abrams, Craig Blair (late), Maryellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, Matthew Sissman, and Keith Volsky.

Also in attendance: Evelyn Neale, Library Director

Call to Order: President C. Blair called the meeting to order at 6:00 pm.

Public Comment: None

Approval of the Minutes: Upon a motion made by M. Bolton and seconded by K. Volsky, the minutes of the September board meeting were approved.

Service:

Director Neale is surveying the staff for their ideas on how best to serve the public at present. Issues include what expanded hours can/should be provided and what to do about providing seating for more than a short time. Computers may be moved to the Stedman Room. The Library cannot be open for a longer period on Saturdays than it presently is because there are not enough staff to cover lunch breaks.

Patrons must follow the COVID Protocol; if a patron fails to follow the protocol after being told to do so, the patron is asked to leave.

Upper Hudson Library System: UHLS has conducted a survey of what libraries are doing statewide during the pandemic and has now returned to holding monthly, rather than weekly meetings.

Bylaws:

Proposed minor amendments to the bylaws required because of recent amendments to the Education Law were reviewed and will be voted upon after sufficient notice to the public of the planned vote has been provided.

Personnel: One staff member is not returning because of COVID concerns: one staff member is returning from medical leave.

Budget and Finance:

The Library should be receiving 80% of the State aid it is still owed by late October and is operating within its modified budget. The reduction in costs is the result of cuts in staff and staff hours.

The budget and finance report was approved upon a motion made by D. Cramer-Sharer and seconded by K. Fanniff.

Building and Grounds:

Construction of the new roof is 75% complete and should be finished by mid-November. Installation of a new furnace and a humidifier will be the next project, and there should be sufficient funds available for that update.

Director's Report:

Circulation keeps increasing; and during the recent sustained power outage, the Library provided the community with needed charging stations and WIFI access.

Book donations can be dropped off only from 11 am to 1 pm on Thursdays, with a limit of one bag per donor.

Director Neale recently spoke to the Guilderland library staff about how this Library has coped with being open during construction.

Old Business: Staff appreciation will be incorporated into a staff pot luck holiday party to be held on December 11.

Friends of the Library: The Friends plan to hold a book sale during the first weekend of December. They will minimize the number of people allowed to be in the area at one time.

New Business:

M. Sissman officially thanked E. Neale and the staff for keeping the library open during this difficult time.

Because of the upcoming holidays, the November board meeting will be held on November 18 and the December meeting will be held on December 17.

A motion made by M. Sissman and seconded by M. Bolton, allowing the Library to close on December 24th & 26th in addition to December 25th, was approved.

Adjournment: The meeting was adjourned at 6:35pm on upon approval of a motion made by K. Fanniff and seconded by M. Bolton.

Respectfully submitted,

Florence E. Abrams
Secretary