

**MINUTES OF THE DECEMBER 9, 2020 MEETING OF THE BOARD OF TRUSTEES  
OF THE WILLIAM K. SANFORD TOWN LIBRARY**

**Attendance:** Florence Abrams, Craig Blair, Maryellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, Matthew Sissman, and Keith Volsky. Also in attendance: Library Director Evelyn Neale.

**Call to Order:** C. Blair called the meeting to order at 6:01 pm.

**Public Comment:** None

**Approval of the Minutes:** With one minor correction, the minutes of the October meeting were approved on a motion made by M. Sissman and seconded by M. Bolton.

**Director's Report:**

E. Neale has submitted a COVID rollback plan that conforms to the State's cluster codes to town officials for approval. In conformance with Albany County's yellow designation, the Library now allows a maximum of fifteen visitors in the building for a maximum of fifteen minutes and express computer usage for a maximum of fifteen minutes.

The Friends' book sale is being held in a limited area, with a maximum of six people allowed in at a time, and Library staff are managing the flow of people in and out of that area.

If the Library does have to close the building to the public, curbside service will be available from 11:00 am-5:30 pm M- F and 11 am-5 pm on Saturday.

Whenever the county Covid19 code changes, the Library will implement the necessary corresponding changes the following Monday. The Library's website alerts the public of the present procedures in place in a slider to the website. E. Neale will look into whether a pop up alert can be added to the website.

The book drop will be closed over the Christmas holiday to give staff a chance to catch up with the flow.

Hoopla has been discontinued because its pay per use fee is cost prohibitive at this point. At the same time, Overdrive has acquired significantly more digital magazine subscriptions.

The Library has acquired a decrease license, which deletes Library computer users' personal information at the end of each computer session.

The Library has received approval to install a people counter device that will be particularly helpful for the remainder of this pandemic because it will notify staff when the maximum number of visitors allowed in the Library has been reached and if anyone is not wearing a mask.

**Bylaws:** Upon a motion made by K. Fanniff and seconded by F. Abrams, the proposed technical amendments to the bylaws required as a result of new Education Law requirements were approved.

**Budget:** As a result of State budget cuts, the Library only received eighty percent of the Local Services Support Aid that was expected for this year. Despite the budget cuts the Library sustained, the Library is meeting its expenses. The Library financials for October, November, and December 2020 to date were approved upon a motion made by K. Volsky and seconded by M. Bolton.

### **Building and Grounds:**

The Library has received its ninety percent heating grant, and necessary documents for the project will be gathered after the New Year. The consulting engineering firm will review the Library's documents from 2018 regarding the heating system and examine the feasibility of adding a humidifier to the Library and the condition of the Library's heat pumps. In the interim, the boilers have had to be fixed twice already this year.

The main part of the new roof has been completed. Metal panels and flashing are now being added. The roof should be finished by Christmas.

### **Personnel:**

One staff member has taken a leave of absence until the end of the year. A part-time facility person is now working at the Library on Monday nights and Saturdays. The Library's prior full-time custodian may be able to return on a "shared" basis. E. Neale is waiting to hear from Town officials regarding the status of other staff.

### **Upper Hudson Library System:**

The UHLS is working on obtaining a new app that hopefully will be launched in January.

Because of budget cuts, UHLS will be reducing its deliveries to member libraries, and continuing education will likely be cut.

Financially, UHLS will be implementing a five percent increase in member libraries' fees and eliminating its subsidizing of inter-library loans.

**Friends of the Library:** The Friends book sale is going well and has raised over \$1000 already.

### **Old Business:**

The Library will be closed to the public on December 24th, but staff who do not want to charge their time will be in the building working.

Friday will be staff appreciation day with bagels and accompaniments.

### **New Business:**

K. Volsky and M. Bolton agreed to serve as the nominating committee for officer elections at the board's January meeting.

**Next Meeting:** The next meeting of the board will be held on Wednesday, January 27, 2021.

**Adjournment:** Upon a motion made by K. Fanniff and seconded by K. Volsky, the meeting was adjourned at 6:53 pm.

Respectfully submitted,

Florence E. Abrams  
Secretary