

MINUTES OF December 15, 2021 MEETING OF THE BOARD OF TRUSTEES
OF THE WILLIAM K. SANFORD TOWN LIBRARY

A meeting of the Board of Trustees of the William K. Sanford Library was held on Wednesday, December 15, 2021.

Attendance:

Present: Florence Abrams, Mary Ellen Bolton, Donna Cramer-Sharer, Kimberly Fanniff, Matthew Sissman, Keith Volsky Excused: Craig Blair

Also Present: Library Director Evelyn Neale, Town Board Liaison Linda Murphy, and Lisa Covington, possible future board member

Call to Order: D. Cramer-Sharer called the meeting to order at 6:00 pm.

Public Comment: Lisa Covington came to the meeting and will be recommended to replace Florence Abrams at future meetings.

Approval of the Minutes: The amended November board meeting minutes were approved upon a motion by K. Volsky and seconded by F. Abrams.

Service Committee: The announcement from the governor about a statewide mask mandate improved compliance at the library. Town already had mask mandate, but some patrons were having trouble following this. The statewide mask mandate reenforces this policy. Since the announcement from the state no one has come in without masks. Hopefully, patrons will continue to respect the rules in the future.

Administration Committee:

Budget and Finance: Budget modifications due on Dec. 31 but for the most part the budget lines will come in under budget. Motion to accept the financial report was made by K. Fanniff and seconded by M. Sissman.

Building and Grounds: Shed passed inspection. Received permit for heating project. Resolution for asbestos monitoring bid in the works. Checked with sign company and the new sign will be postponed to the spring as the ground is now frozen. Heating control system needed repair. Server was updated. New AV in the training room started to be installed today. Will be able to use telecommunications in the training room. New screen will be put in Stedman room.

Personnel: Nothing to report.

Policy Committee:

Circ Policy: Draft was distributed. Discussion was held on how this policy will be posted on the website to make it more user friendly. Changes include TV series now moving to a loan period

of 14 days instead of 7 days. Upper Hudson has instituted clarity in renewal policies. This completes our first review of this policy.

In April 2020 a state of emergency policy for the library was adopted. State of emergency is determined by the town, county, and state (local government authorities)—amendment to this policy will be brought to the next meeting.

Confidentiality and privacy of library records policy will be addressed next.

Nomination committee/resignation: K. Volsky reported the slate for next year:

President -- Donna Cramer-Sharer

Vice President -- Kimberly Fanniff

Secretary -- Mary Ellen Bolton

No motions from the floor. Motion made by K. Fanniff to approve this slate, seconded by M.E. Bolton Thanks to Keith and Matt for handling this task. We will be voting on this in January. K. Fanniff's reappointment to the board should be on first board meeting on Jan. 13, 2022.

Director's Report. Ancestry.com will no longer be available from remote access. Patrons can access from the library building until June.

New newsletter will be distributed shortly. Stedman Room events may be on website rather than newsletter. Newsletter will be published: Jan/Feb, Mar/Apr, May, June/July/August, Sept/Oct, Nov/Dec. Compliments were given on new design.

Program updates. New website goal is to be published by the first of the year. Programs planned during holiday break week. Discussion was held about why return bins are closed during holiday closings. Because of varying hours and staff during Covid, there is a problem with them filling up when the library is closed multiple days and staff has to come in during break to empty them when they should not be in the building.

UHLS-COLN: Upper Hudson has a grant to reimburse the audio technology for hearing impaired that was recently installed. About one thousand dollars will be returned to the library.

Library board members required to complete 2 hours annually of professional development starting in 2023. This was announced at the last DA meeting at Upper Hudson. These trainings will be available in person and online. Racial equity training is one possible program that has been promoted. Marcy Savage has discussed the Trustee manual trainings. Core training is 90 minutes, and they can come in and do the training on site. More information on this to follow.

Friends of the Library: Friends meeting held yesterday. The annual appeal has already raised \$3,400. Thank you letters will go out in January. Membership renewal letters will go out in February and the selling of hearts will raise funds as well. How will this money be used? Discussed possible divider for Stedman Room as a Friends sponsored project. Evelyn exploring

different vendors for this. It could be anywhere from \$50,000-\$100,000. Request for money for test books because they are outdated after about 5 years or clearly worn out. Friends covers a grant for \$2,500 for this. On an annual basis, about \$15,000 has been encumbered for programs. Under consideration is funding for the Memory Project. This will involve Memory Kits (family work with grandkids, families with memory care issues, etc.) In addition, technology that will allow the digitizing of slides and photographs, and may involve podcasts, and collecting stories including audio and video. These can be shared with the community

Old Business: Copper plaques that weigh 75 pounds may have to be reinstalled due to a family member's request. Signs need to be carefully anchored in the brick wall for safety reasons. Structural engineer will be consulted to make sure that this will be able to be done safely. The Giving tree would have to be moved to another wall.

New Business: Volunteer Appreciation Reception will be held Saturday, January 8 at 10 am in Stedman Room with coffee, tea, juice, etc.

In January, the next strategic plan will be started. Survey analysis with library staff will take place in February, Board survey held in March, then community will have a chance to provide feedback.

Numbers are returning to normal. No more remote programs as of January.

F. Abrams left before we could thank her properly for her service to the board. Linda Murphy was thanked for her service as the Town liaison to the library. They will be missed and we hope they visit often.

Board Comment:

Adjournment: The meeting was adjourned at 7:06 pm upon a motion by K. Fanniff and seconded by M. Sissman.

Next Meeting: The next meeting is on Wed., January 26, 2022.

Respectfully Submitted,

Mary Ellen Bolton
Secretary