

**HENDRICK HUDSON FREE LIBRARY
Board of Trustees Meeting
June 10, 2020**

Board members present: Mark Geisler, Agnes Leyden, Cindy Neff, Kevin Quigley, Francoise LeGoues, Philip Brandon

Also present: Jill Davis, Director; Jenny Kolesar, Business Manager; Barbara Burck, Gina Goodenow and Tammi Trudel-Trustees Elect

Ms. Neff called the meeting to order at 6:04 pm.

Pledge of Allegiance was recited.

The minutes of the February 24, 2020 meeting were approved on a **motion** made by Mr. Geisler and seconded by Ms. LeGoues; motion carried unanimously (6-0). The minutes of the **April 19, 2020 Special meeting** were approved on a **motion** made by Mr. Brandon and seconded by Ms. Neff; motion carried unanimously (6-0). The minutes of the **May 7, 2020 Special meeting** were approved on a **motion** made by Mr. Leyden and seconded by Mr. Geisler; motion carried unanimously (6-0).

FINANCES - Mrs. Davis

- **Budget-to-Date**-reviewed and accepted.
- **Treasurer's Report** - reviewed and accepted.
- **Miscellaneous Income Report** - reviewed and accepted.

Due to the Covid-19 pandemic the board reviewed the February through May financials. Mrs. Davis sent detailed explanations of the income and expenses prior to the meeting. It was noted that there will be Covid-19 related items ordered in the 2019-2020 FY that will not be expensed until the 2020-2021 FY.

PUBLIC COMMENTS -NONE

OLD BUSINESS

- **Approval of New Slate of Officers-July 1, 2020-June 30, 2021**
 - President-Cynthia Neff
 - President Elect -Philip Brandon
 - Treasurer-Jeffrey Schwartz
 - Secretary-Charles Smith

A **motion** to accept Ms. Neff to serve an additional 1 year term as Board President due to the resignation of the President Elect, Kathy Americo earlier in the year was made by Ms. Leyden and seconded by Ms. LeGoues; motion carried unanimously (6-0).

A **motion** to allow accept the slate of officers for the 2020-2021 FY as presented by Ms. Neff was made by Ms. LeGoues and seconded by Ms. Leyden; motion carried unanimously (6-0).

- **Approval of New Trustees**
Nominated for appointment to three-year terms July 1, 2020- June 30, 2021:
Ms. Barbara Burck; Ms. Gina Goodenow; Ms. Tammi Trudel

A motion to accept the new appointments of Ms. Burck, Ms. Goodenow and Ms. Trudel was made by Mrs. Leyden and seconded by Ms. Neff; motion passed 6-0.

- **Budget Vote Results**
Budget results will not be available until after June 16th. The vote was held by absentee ballot due to the Covid-19 pandemic. The ballots will be hand counted beginning June 17th.
- **Letter to Yankee**
This item is tabled until a later meeting.

NEW BUSINESS

- **Approval of Policies**
 - **Pandemic Policy**
A motion to accept the *Pandemic, Epidemic, Public Health Concern, and/or Public Infection Concern Response Plan* as amended was made by Ms. Leyden and seconded by Ms. LeGoues; motion carried unanimously (6-0).
 - **Staff Safety Policy**
A motion to accept the *Staff Safety Policy* as amended was made by Mr. Quigley and seconded by Ms. LeGoues; motion carried unanimously (6-0).
 - **Pandemic State of Emergency (Employment Handbook)**
A motion to accept the *Pandemic State of Emergency Policy* (for Employment Handbook) was made by Ms. Leyden and seconded by Ms. Neff; motion carried unanimously (6-0).
 - **Public Temporary Health Safety Policy**
A motion to accept the *Public Temporary Health Safety Policy* as amended was made by Ms. LeGoues and seconded by Ms. Neff; motion carried unanimously (6-0).
 - **Employee Verification of Health**
A motion to accept the *Employee Verification of Health* was made by Ms. Leyden and seconded by Ms. LeGoues; motion carried unanimously (6-0).
 - **Cleaning Protocol Policy**
A motion to accept the *Cleaning Protocol Policy* was made by Mr. Geisler and seconded by Mr. Brandon; motion carried unanimously (6-0).
 - **Phased Re-Opening Policy**
A motion to accept the *Phased Re-Opening Policy* as amended was made by Mr. Geisler and seconded by Mr. Quigley; motion carried unanimously (6-0).
 - **NY Forward Business Re-Opening Plan**
A motion to accept the *NY Forward Business Re-Opening Safely Plan* as amended was made by Ms. Leyden and seconded by Ms. LeGoues; motion carried unanimously (6-0).
- **Compensation for Staff**
A motion to accept the Resolution which states that beginning June 11, 2020, Library employees will be paid in accordance with the policies, practices and directives in effect prior to the April 13, 2020 Resolution was made by Ms. Leyden and seconded by Ms. Neff; motion carried unanimously (6-0). Resolution attached.

- **Staff Vacation and Personal Time**
 Due to the COVID-19 pandemic there are staff members who may lose accrued vacation time. Library policy states that staff can only carry over half of their earned but unused vacation days at their anniversary date. The pandemic has made this challenging. The board is in agreement that the time for using vacation time should be extended. A **motion** to extend the use of accrued vacation time by staff to December 31, 2020 regardless of their anniversary date was made by Ms. LeGoues and seconded by Ms. Neff; motion carried unanimously (6-0).
- **Curbside Service and more**
 Mrs. Davis reported that curbside service began on June 8th for patrons who had placed items on hold during our closure and that curbside services will begin June 15th for patrons to request items owned by Hendrick Hudson. Mrs. Davis reported that the first week went well. Information on how to place a curbside hold is available on our website.
- **Cleaning Service Estimates**
 Due to the COVID-19 pandemic the board is in agreement that the library will need to hire a cleaning service in order to adhere to the strict cleaning guidelines required by NY State. Mrs. Davis gathered 4 estimates (with references) for the daily cleaning of all 5 restrooms, two stairways, the elevator and other common areas. The board agrees that Mrs. Davis can use her discretion on which company to hire and at what point they will need to begin cleaning. Currently, the public does not have access to the building therefore; the start of the contract can be delayed.
- **Library Projects**
 Mrs. Davis reported that the following projects were either completed or in the process of being completed:

 - The vestibule wall was covered with cork for better organization of postings and book sale items, allowing portions of the collection to be relocated for better utilization of space;
 - Glass partitions are scheduled to be installed at the circulation and reference desks;
 - Two touchless faucets will be installed, one in the children's program room and one in the children's bathroom.
- **Suspending Fines until January 2021**
 Due to the pandemic, many of the libraries in Westchester are suspending the collection of fines incurred from March 2020 (when the library closed to the public) through the end of the calendar year. The consensus of the Board was that this would be an acceptable action.
- **New York State Annual Report-2019**
 Mrs. Davis reported that the library's New York State Annual Report has been submitted to WLS for final review and submission. She made available a copy of the report prior to the meeting. A **motion** to approve the NYS Annual Report was made by Ms. Leyden and seconded by Mr. Quigley; motion carried unanimously (6-0).
- **Social Media**
 Mr. Quigley and Mr. Brandon have been working with Mrs. Davis on collecting data from our social media, website and electronic communications. They hope to analyze this information and strategize a plan for using it to increase patron awareness. They will report back at a later date with recommendations. See attached.

DIRECTOR'S REPORT

- **Full Staff Meeting**

Mrs. Davis held a full staff meeting on June 4th via Zoom to update the staff on the libraries re-opening plans and answer any questions.

- **Grants**-the following have been applied for and/or received

- **Entergy**-\$7,500 to support the Summer Fun Camp which is run in cooperation with the Hendrick Hudson School District (due to COVID-19 the funds will be held until next summer);
- **Hope for Youth**-\$1,500 has been applied for to purchase 5 hotspots with 2 years of service to support Hendrick Hudson School District students who do not have Internet access at home (distance learning during COVID-19);
- **Hendrick Hudson Community Educational Foundation**- \$1,625 has been received to allow for the purchase of 5 more hotspots (and 2 years of service) to support additional families in the district who do not have Internet access;
- **NYLINE**- \$1,500 for the purchase of 2 laptops and 1 hotspot to support the library's commitment to getting a complete count in the 2020 Census. This will allow us to go out to communities in our service area who reside in undercounted areas;
- **FEMA**-once approved the library will submit for eligible expenses incurred during the COVID-19 pandemic.

- **BINGO**

Since the onset of the COVID-19 pandemic the library has held two Virtual BINGO events. Participation has ranged from 12-30 players. There is a \$20 fee to play and gift cards to Amazon and local business have been purchased for prizes. Patrons have expressed their desire for us to offer them on a regular basis.

DEPARTMENT REPORTS - (January, May, September)

CORRESPONDENCE

- We received a thank you letter from the LIVE on the Hudson committee for our advertising support.

OTHER

- Mrs. Davis and Ms. Neff both expressed their gratitude for Ms. Leyden's 12 years of service on the board. Her expertise in many areas, but especially on the policy committee, will be missed. She was always supportive of the library staff and the director. They wished her all the best in her coming endeavors.
- Ms. Leyden spoke of how she will miss the board and the honor it was to serve for 12 years and especially to have been involved for the opening of the Leonora Roth Children's Library.

Meeting adjourned at 8:18 pm.