

## Meeting of the Library Board, July 14, 2020

### Summary submitted by Jim Carter

**\*Only two members present plus Andrea and Christine, therefore not an official meeting because we didn't have a quorum and therefore couldn't approve last meeting's minutes.**

- 1. Librarian's Report:** curbside service is still working and appears to be meeting the needs of the clientele. People are now allowed into the library itself with 27 maximum including staff members. Thus far Andrea said the number of patrons runs around 10. The steps taken by the staff for this next step has included caution tape around the stacks- no entry; some people were somewhat upset but overall, the stress level has been minimal. The book return process is still going on; computer use will be increased next week from 30 minutes to 1 hour. The self-cleaning of each unit appears to be working; plus, the staff makes periodic passes through cleaning various surfaces, etc. Also, stacks will be open to the public on July 21<sup>st</sup>. still no use of restrooms and the water fountain is turned off.

Story time has tried two various formats, and Maryann is starting to create packets that can be picked up where the children can take them home and work on them there.
- 2. Old Business:** work on the stairs has now been paid in full. Still waiting for quote on new door plus the repointing of the brick on entrance. Lori said she had a call into contractor regarding the two items mentioned above.
- 3. On Site Engineer:** visited today during a cloud burst so he got to see the drainage problem first hand; all new work has to be up code. He thought the gutters needed to be updated (replaced) and a underground pipe installed to take the excess water down to the street drain. There was mud and debris running down to both AC units. He stated that this runoff will eventually damage the retaining wall. He didn't say much about the porch roof itself. We felt that he seemed responsible and will to help us. We talked over if we should ask for a written analysis from his firm and we felt that would be the best way to go (get a written report). We talked about the gutters, heat tape, a new rail, but first deal with the tree branches and the ivy. Engineer that the ivy can create a host of problems. Andrea thought it had been cut back in the last 2 years. The maple tree is not on our property, but like the ivy it needs to be dealt with, Christine suggested perhaps we need to consult with an arborist.
- 4. Budget:** Christine thought our village allocation had been cut 50% but on further investigation discovered we are still in line to receive the original \$10,000. Lori suggested we look into any available grant money that we could tap into, the problem is, most grants are based on matching funds. Anyway, we all agreed that this 10,000 should be used first before and other funds so we don't find ourselves facing dead lines like "use it or lose it."

5. *The Boy Scout Project*, no news. Last week Andrea reached out to him but as of this meeting she has not heard anything from him.
6. *Work Tax ID* number was bought up and here we were informed that Mike Healey has tendered his resignation due to demands of his work. Lori said she may have a possible new candidate and would see if the other person is still interested in serving on our board.
7. *Library Intern*: SUNY program sent info regarding program earmarked "Archivist". They were very responsive, but we feel we need someone qualified and could be a contributing resource. A Master's program or above is preferred.
8. *Open Village Board Meetings* in community room. Open meetings law goes into effect 8/1; the village board has a meeting on the 10<sup>th</sup>. All CDC guidelines will be implemented. Christine asked if the windows opened in the meeting room. Andrea said affirmative. The set up and break down would be done by the DPW. But does that include cleaning? What about temperature checks before entering the meeting? Andrea said the room is still being currently used for book return storage, but other arrangements can be worked out. As we discussed this issue someone asked how was the new cleaning service working out? Appears to be very satisfactory, Rex is doing a good job. It was restated how the clerks have been cleaning a number of flat services throughout the day. Christine asked if a patron count has been going on? We need an accurate assessment of patron usage. Andrea said she would start tomorrow. In addition to the regular wipe downs of areas, the staff has reorganized the upstairs closet. However, there are still projects such as the magazine room for example.
9. *Next Meeting August 11<sup>th</sup>*, perhaps we could meet in parking lot or the community room (that would then have to be cleaned). Parking lot seems a better idea. We will still have a zoom back up no matter. Meeting was adjourned at 7:55.