

William B. Ogden Free Library
Board of Trustees Meeting- Zoom
September 22, 2020

Attending: Library Director- Heather Johnson Bus. Manager, Sheryl Edwards; Pres. Robbie Jean Rice; Members-Glenn Miller; Sandy Gregory; Rachel James; Mary Doig; Jim Haggerty; Jessica Backus-Foster; Lynda Preiser, Matt Chambers Scribe-Kyrra Howard

Meeting was opened at 7:01PM by Pres. R. Rice.

The July meeting minutes were approved, with the correction that S. Edwards received both the Wood and Hanford Trust money. The minutes were accepted after a motion was made by M. Chambers and seconded by J. Haggerty.

S. Edwards gave a brief update on the library finances, including that the Endowment Fund has gone up 8 percent and Community bank has gone up 3 percent, because the market in general has gone up. \$3,460 dollars of the Hanford Trust has gone towards the digital archives. S. Edwards has paid the insurance by one payment, to save the cost of breaking the payment into multiple bills. The fines and fees income has gone down, while the cost for more cleaning supplies for COVID has gone up. S. Edwards has transferred some money from the Morgan Stanley account to make up the difference for now. S. Edwards asked if the board would be sending out a fundraising letter this year, and it was decided that the board would think about it for the next meeting. S. Edwards also said that the board needs to start thinking about planning the 2022 budget. R. Rice also mentioned that the construction has taken away some of the libraries funds as well.

H. Johnson sent out her Director's report and answered questions about the report. S. Edwards asked some questions about April Epps vacation and family leave, and it was decided that she would follow up with April. R. James asked if the board could see a spreadsheet of the library statistics to compare services now and pre-COVID. H. Johnson said that the library is serving about the same number of people as before and that she will work up the statistics from the end of year report she files for the library. Movies by Moonlight was a success, with the first week having 18 people turn out, while there were fewer for the second week because of the cold weather. The theatre brings over the popcorn for the movie. H. Johnson noted Amber Buel's good idea.

G. Miller sent his report and mentioned that they are doing the final submission for approval for filling out the FS10 forms to reimburse the construction grant. They expect the construction crew to be back October 8th. He also reminded everyone that the next project has a 90 day completion due date. The sheet rock for the board room will need to be lifted into the former office occupied by H. Johnson. G. Miller will follow up on the warranty for the time clock system, which has failed and been reset to turn the outdoor lights on. H. Johnson asked about training for the

new security system, and G. Miller responded that it would probably be after COVID. The incident report involving the window will need to be sent to the insurance company. G. Miller said that the deductible will probably be more than the window.

H. Johnson sent out new policies to approve. The Patron Complaint Policy was reviewed and J. Backus-Foster asked if it was too wordy and if it should be in step format. H. Johnson said that this was from the Trustees Handbook and how other libraries format the policy. R. James said that each paragraph is like a step. R. James also wondered how the policy would be distributed. H. Johnson said it would be posted on the website and provided if patrons asked for it, so that it would not invite complaints. L. Preiser made a motion, M. Chambers seconded, and the policy was approved.

The Copier/Copyright Policy was discussed with mentions of quilt and recipe copyright. R. James made a motion, G. Miller seconded, and the policy was approved.

H. Johnson requested for her attendance at the NYLA conference be covered for \$149. L. Preiser made motion to approve this decision, which was seconded by R. James, and the motion carried to be paid from the professional development budget.

H. Johnson reviewed the Homelessness Training she wishes the library staff to participate in. It is run by a lawyer/shelter director who discusses topics such as interaction with people of different communication abilities. The staff work through the program at their own pace with H. Johnson monitoring progress. There are also specialized seminars. It is a 1 year subscription and would be a requirement for the staff. She has been offering time for staff to do professional development and they may watch some of the videos at their monthly staff meetings. The fee is \$429 for 25 or fewer employees. L. Preiser asked if we could double up with another library and H. Johnson said she would have to reach out. L. Preiser asked if the extra employee spots could also go to board members. H. Johnson said she would let the board know so that they could participate if they want to. M. Chambers asked if there was a way we could post the staff participation, and H. Johnson said that she might be able to include it in the monthly newsletter. A motion was made by R. James, seconded by M. Chambers, and approved.

A change in procedure was discussed as H. Johnson brought up the idea of taking away browsing appointments, while keeping curbside pickup. This would allow the doors to be unlocked and patrons to come in at their convenience to pick out materials. J. Backus-Foster suggested that we try this one day a week.

The space and ventilation downstairs was discussed and the option of setting up laptops for use upstairs. However, with the downstairs, it was decided that there is not enough space and that the library should hold off on opening the downstairs

and computer space. There have been a few patrons asking about programs in the library, such as the Mahjong games. However, with the downstairs being used for quarantine and no computers available, the library will not be resuming programs in the library at this time. L. Preiser mentioned that if there was an option for the Mahjong group to meet in Delhi, then they can do that for now.

H. Johnson brought up the Quarantining Policy, and stated that the REALM project's stages of testing has revealed that stacking materials causes the virus to be detected after 6 days of quarantining, while unstacked materials can be put back into circulation after 3 days. Going forward, the library will quarantine returned and handled materials for 3 days, while ILLs and materials from 4CLS will be received immediately since they are quarantined before arriving.

The air ventilation and filtration system was sent to the board earlier and discussed. Our system cannot accommodate the proposed additions. H. Johnson also said that the volume of air circulated will not change, while the quality would. M. Chambers shared their research and said that there could be energy cost savings, but that the system does not fit anyway. R. Rice said that there would have to be more research of options before the next meeting. L. Preiser suggested a Zoom meeting with a representative and G. Miller is going to call and ask for more information and to have him talk to the board or a few representatives.

R. Rice and H. Johnson have been discussing a book giveaway with the large donation of books during COVID. The date was set for October 17th and help was requested for moving the books and help setting them and the tables up on the lawn. L. Preiser asked if we would need tables and H. Johnson said, yes. K. Harby was mentioned as a local church member and R. Rice will ask if she can request use of their tables. L. Preiser asked about a rain date, and H. Johnson said maybe October 31st.

There will be a Halloween craft on the lawn with go bags and comics to give away. The board will be able to help if they would like to.

S. Gregory asked what the board decision was on opening the library and the conclusion was that on October 1st the library would no longer have browsing appointments, but have a limit on the number of people allowed in the library browsing for materials. A motion was made by M. Chambers and seconded by R. James, and approved.

Our next meeting will be November 17th at 7PM on Zoom.
A motion to adjourn was made by L. Preiser and seconded by R. James. The meeting ended at 8:22PM.

Respectfully submitted,
Lynda Preiser, Secretary
Kyrra Howard, Scribe