

MINUTES OF THE VIRTUAL MEETING OF THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES

April 23, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:32 p.m. on Thursday, April 23, 2020.

PRESENT: John Amuso, Elizabeth Bentley, Bill Bower, Natalie Brown, Anne Debraggio (director), George Fogg, Barb Grimes, Sara Groh, Stacey Himmelberger, Bill Huggins, Judy Kowalczyk, Ashley Simons, and Mike Van Strander. Absent: Darby O'Brien

No public comment.

SECRETARY'S REPORT

Natalie made a motion, Bill B seconded, to accept the [minutes from the Feb. 27, 2020, meeting](#).
Approved unanimously.

TREASURER'S REPORT

[Profit & Loss Budget Summary](#) and [Balance Sheet](#) shared. Natalie noted that, having just received the statements, we will defer discussion as the Finance Committee has yet to meet to review.

DIRECTOR'S REPORT

- [Report stands as attached](#).
- Anne reminded the board that her goal during this difficult time is to keep the library visible in the community and serve patrons however possible.
- Open rates for the library's e-newsletter have been over 50%.
- 10% of the KTL's collection has been checked out, the most among libraries in the mid-York system.
- Staff has been busy assisting patrons learn how to access digital collections.
- Mid-York directors have been meeting weekly. A task force will discuss how libraries plan to reopen, when the time is right, so that effort can be coordinated.

PRESIDENT'S REPORT

- The library's contact with Oneida County was submitted on April 6.

FRIENDS REPORT

- A subcommittee will be formed to discuss plans for the summer book sale. Should the date and/or location be moved? Should the event be canceled? When should the library begin resuming book donations?
- Election and introduction of new Friends members: Glenn Coin, Rachel Givens, Gary Leising, Phyllis Rooney, and Diana Shaw.

COMMITTEE REPORTS

Executive

- **Revised Emergency Policy for Staff**

The executive committee met via video conference on March 19 to discuss a change to the emergency closure policy. The committee voted unanimously in support of the following (as it turned out, the policy change lasted one day because the library closed on March 20); the board must ratify this motion.

Amendment to Emergency Closure - Coronavirus Response (Post-March 19 language):

During the duration of the mandated limited occupancy in the library, part-time staff currently receiving no benefits who wish to report would be eligible to be assigned hours by the director. Those assigned hours would receive their normal compensation, along with paid time off equivalent to the time they worked, with the understanding that the paid time off cannot exceed their regularly scheduled hours in one pay period (two weeks) and must be used within the 2020 budget year.

Natalie made a motion to approve the revised emergency policy for staff. Barb seconded. Approved unanimously.

- **Payroll Protection Plan Loan**

On April 13, in consultation with the Finance Committee and at the initial recommendation of Heather Lessels (Bonadio Group), the executive committee unanimously voted via email to support the following motion: The president of the board of trustees of the Kirkland Town Library signs and submits the application for the Payroll Protection Plan Loan in order to ensure the ongoing ability of the library to sustain itself in these uncertain times.

The PPP application was completed on April 13 in the amount of \$42,500 through Access Federal Credit Union and submitted by Sara. The library has not yet heard whether the application has been approved.

The Executive Committee approved this motion on behalf of the board; therefore, the board must ratify. Natalie made a motion to ratify; Judy seconded. After much discussion, the board voted to approve; one member voted against. Moved.

If the first application is not successful, Bill B pointed out that the library may need to reapply when the next round of funding is made available.

Natalie made motion that the library reapply for a PPP loan if it is determined that is the required next step to be eligible for funding. Stacey seconded. The board voted to approve; two members voted against. Moved.

Advancement

- No report

Facilities

- The Facilities Committee remains in a holding pattern in terms of its recommendations for upcoming projects and timelines until the budget picture is more clear.
- Elevator and front door repairs are necessary as they represent accessibility issues. Ann has reached out to the Community Foundation to inquire about funding. Previously, the board approved \$12,000 for the door repair to come out of operating expenses and \$28,000 for the elevator to be paid from investments.

Finance

- [Report stands as attached.](#)
- The Finance Committee was split on the question of whether or not to recommend withdrawing the library's initial request to be on the next school budget ballot for an additional \$20,000. After much discussion, Bill B made a motion to withdraw the library's budget request. John seconded. Approved unanimously.
- Natalie shared some budget projections taking into consideration such things as limited income from government sources or the summer book sale/fundraising, as well as reductions in programming/resources. More work on this will continue in the months ahead.

Nominating

- No report

Human Resources

- No report

Policy

- No report

OLD BUSINESS

- None

NEW BUSINESS

- Pandemic Plan: Anne reported that she, along with colleagues at MidYork, are developing plans as we go based on best practices that are starting to emerge.

At 7:55 p.m., Natalie made a motion to adjourn the meeting; Barb seconded. Approved unanimously.

2020 MEETINGS: 6:30 p.m. on May 28, June 25, Aug. 27, Sept. 24, Oct. 22, TBD

Respectfully submitted,
Stacey J. Himmelberger, Secretary