

MINUTES OF THE VIRTUAL MEETING OF
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES
Aug. 27, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:34 p.m. on Thursday, Aug. 27, 2020.

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

No public comment.

SECRETARY'S REPORT

Judy made a motion, and Barb seconded, to accept the minutes from the June 25, 2020, meeting. Approved unanimously.

TREASURER'S REPORT

The Balance Sheets and Profit & Loss Statements were reviewed from May, June, and July 2020.

Anne pointed out at the Finance Committee meeting that the library should see a budget surplus this year due to not accruing as many expenses during the COVID-19-related closure; however, that surplus could be offset by funding decreases from other usual sources (i.e., anticipated county funding, Book Sale revenue). One-half of the county funding (\$7,325) should be arriving soon; the balance could be 20% less. Even more cuts may be coming in 2021.

Projected budget scenarios developed by Anne and based on possible COVID-19-related funding cutbacks will be reviewed at the September Finance Committee meeting to determine how they align with where we are now.

Natalie made a motion, and Barb seconded, to approve the Treasurer's Report. Approved unanimously with one abstention.

DIRECTOR'S REPORT

Highlights of Anne's report include:

- Slowly expanding hours, including Saturdays. Averaging around 30 visits a day and a little over 100 circs a day (last year 236 visits & 360 circs a day). Wireless sessions for past six months down by 33%. Slow at other libraries as well.
- Making progress on inventory project; clearing out upstairs storage, etc.
- Staff evaluations — scheduling in September
- Programming highlights:
 - Given out 144 "take and make" adult projects; 324 SRP activities; and views for Facebook Story Time Live average 250!
 - Read around the calendar: State Senator May and Congressman Brindisi participated
 - Thursday evening movies in the parking lot

- “Connecting Communities: Toward a Better Understanding of Racism in the US” Kirkland Town Library and Utica Public Library program, in partnership with Hamilton College, starts Sept. 24
- Remember to join team KTL Books It for the Empire State Race Off (you can walk!)
- Grants
 - Stewart’s \$500 for movies (screen, portable sound system)
 - Wrote narrative and assisted Mid-York in submitting a Community Foundation application for sanitizing equipment for libraries in Oneida/Herkimer counties
 - Applied for \$3,000 technology grant to purchase webcams, iPads, and Chromebooks so people can host Zoom meetings
- Building
 - Elevator work began August 25
 - Concrete pad for bike repair station scheduled for this week
 - “Copier” room project still in the works
- MidYork update
 - 22.6% cut in their basic funding; projecting that Local Library State Aid also will be cut. We received \$3,000 in LLSA last year
 - Haven’t received any Oneida County aid yet (\$13,627)
- Happy moments
 - Sarah Widiss and friends held a front yard concert and donated \$94 (kids’ books)
 - Tommie Marquez completed the Hooked on Books program (1,000 books) – during the closure!
 - Sent out “You Made History” postcards to all who came in our first week back

PRESIDENT’S REPORT

No report

FRIENDS REPORT

No report

COMMITTEE REPORTS

Advancement: The board discussed the idea of forgoing a traditional fundraising appeal this year. However, many believe that because the library did not request an increase in tax funding, nor was it able to host fundraising events (i.e., book sale) this year, it is reasonable to ask our current donors, especially, for support. The Advancement Committee will explore options.

Facilities: The elevator project is underway. Special thanks to Mike for stepping in as chair of this committee following Bill Huggins’ resignation from the board.

Finance: Anne updated the committee that the Economic Injury Disaster Loan has been classified as a loan if these funds are not forgiven. Bill confirmed that this is the best move for now since detailed requirements for forgiveness of these loans has not be finalized.

The current practice of Clinton Central Schools is to distribute all funds for the year in one payment. Anne discussed the prior recommendation to spread revenue from CCS over the year so that monthly statements would provide a better understanding of our net operating income. Further discussion resulted in a follow-up recommendation to spread the funding over the calendar year since we are reporting on an accrual basis.

Anne reported that she believes there is an outside risk of not receiving the full county funding given the impact of the pandemic.

The audit continues. Once completed, the Finance Committee will meet with the auditors. All board members will then be invited to a review session. A summary of the report will be presented at a board meeting, and all board members will receive a copy of the audit.

Human Resources: The committee has been working on a new library director evaluation survey and the process for evaluating the director. Members also researched salaries of directors at similar libraries, both local and elsewhere in New York State. This committee will need budget information from the Finance Committee before recommending a salary adjustment.

Nominating Committee: Elizabeth is working on a list of names for consideration. Several positions are open.

OLD BUSINESS

None

NEW BUSINESS

None

At 7:04 p.m., Natalie made a motion to adjourn the meeting; Barb seconded. Approved unanimously.

2020 MEETINGS: 6:30 p.m. on Sept. 24, Oct. 22, Nov. 19, and Dec. 10.

Respectfully submitted,
Stacey J. Himmelberger, Secretary