

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

June 25, 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, June 25, 2020.

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

No public comment.

SECRETARY'S REPORT

Mike made a motion, Barb seconded, to accept the minutes from the May 28, 2020, meeting. Approved unanimously.

TREASURER'S REPORT

Profit & Loss Budget Performance reports for May were shared, along with the Balance Sheets for May. However, as there will be no finance committee meeting until next month to review/confirm the May information, both the May and June financial reports will be presented for board vote at the August meeting.

DIRECTOR'S REPORT

In addition to sharing the library's Phased Reopening Plan, Anne updated the board on the following:

- Curbside started and is working well. Averaging about 84 circs a day – (daily checkout for June'19 averaged 300). Curbside is a different way to interact with us. People use the library for so much more than checking out an item — and they like to browse. People are glad that we are at least open and providing some level of service — and they are looking forward to re-entering the building.
- Staff complete a health screening assessment via Google form before entering building. Wearing masks or face shields when outside of individual spaces is required. One staff member is taking a leave of absence because she can't support the use of masks/sneeze shields.
- Walk up window! Started this week, using one of our polycarbonate sneeze shields and cardboard. This allows us to get something for someone on the spot; answer questions; copy or fax materials — and just have a quick chat.
- Our new chairs for the Reading Room at in. Barb and Pat Grimes redid the tops of the side tables so when we do get to allowing people to sit in the room, it's going to look great. THANK YOU BARB! Also, Barb replaced our American Flag out front.
- Had our first program yesterday – a Gardening Q&A with Susan Kimball, who maintains our gardens. Combination in person on the front lawn and zoom program. Planning on holding some programs for youth on the front lawn in July.
- Summer reading has launched.
- Staff are working from home. All received a variety of ways to meet their normally scheduled hours. Some are able to do that — others are not. Will result in a slight reduction in bi-weekly wages. All are glad to be doing something for the library.

- Savings in utilities: We used 917 kWh less in electricity this June compared to June 19; gas usage down 41. Didn't need the AC until this week.
- Ed Bohling is mowing the lawn again this year and Susan Kimball continues to tend the gardens.
- Country Pantry donation box is used and they are most appreciative of our willingness to have one here.
- Received a \$200 gift with message "Thanks for not adding to the school budget increase for this year during this challenging time. Please accept these \$\$ as our thanks for the community."

Sara asked if MidYork was offering guidance on stages on opening. Anne said all libraries are approaching it their own way, and Anne described our process from curbside easing toward opening.

July activities:

Re-opening of building

Receiving results of audit

Copier Room project

Continually updating our "moving forward" plan

PRESIDENT'S REPORT

- Sara reminded the board to review committee goals; summer is a great time to make progress on goals since we won't meet in July.
- The board's November meeting is scheduled for Thanksgiving day. We also need to reschedule our March meeting so we conduct 10 meetings this year. Sara suggested Nov. 19 and Dec. 10.

FRIENDS REPORT

- Dave Smallen reported on behalf of the Friends regarding the restructured Book Sale. The original plan was to have sales during the weekends in late July; however, the former Pizza Place sold, and books will need to be out by July 8. The Friends will now have a "Mystery Book Sale" where participants receive a bag packed by category for \$5 (i.e., non-fiction, biography, mystery). The sale will run next Tuesday-Thursday from noon-6 p.m., prior to the July 4th holiday. A safety plan has been developed based on that in place for the Farmer's Market.

COMMITTEE REPORTS

- none

OLD BUSINESS

- none

NEW BUSINESS

- none

At 7:06 p.m., Natalie made a motion to adjourn the meeting; Stacey seconded. Approved unanimously.

2020 MEETINGS: 6:30 p.m. on Aug. 27, Sept. 24, Oct. 22, Nov. 19, and Dec. 10.

Respectfully submitted,

Stacey J. Himmelberger, Secretary