

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

May 28, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:33 p.m. on Thursday, May 28, 2020.

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

No public comment.

SECRETARY'S REPORT

Barb made a motion, Judy seconded, to accept the [minutes from the April 23, 2020](#), meeting. Approved unanimously.

TREASURER'S REPORT

Profit & Loss Budget Performance reports for [March](#) and [April](#) were shared, along with the Balance Sheets for [March](#) and [April](#). Natalie made a motion to accept the reports as presented. Bill B seconded. Approved unanimously.

DIRECTOR'S REPORT

- In addition to the [director's report](#) as submitted, Anne shared the following: The Community Report has been completed. Another tent sponsor has been secured, bringing the total to six. Oneida County libraries can open for limited staff; curbside service will begin June 15. News of these services will be announced in local papers, the KTL website, and posted on the library door.
- Sara reported that she hears good things from others about what the library is doing to support the community during these uncertain times. Thanks to Anne and the staff.

PRESIDENT'S REPORT

- Paperwork for the PPP loan has been completed and submitted.

FRIENDS REPORT

- The annual book sale will take place out of the former Pizza Place on July 11-12 as a beta trial. Tables will be organized to ensure social distancing, with shoppers having limited contact with the books. The Friends are working on logistics.

COMMITTEE REPORTS

Executive

- none

Advancement

- none

Facilities

- [Report stands as attached.](#)

Finance

- [Report stands as attached.](#)
- Finance Committee members have unanimously recommended paying for repairs/renovations (elevator, copier room, main/side entrance), totaling \$42,080, from the ACCESS account. The Finance Committee's motion, seconded on behalf of the board by Mike, is approved unanimously.

Nominating

- none

Human Resources

- [Report attached.](#)
- The Human Resources Committee recommended new wording for the Emergency Closings/ Extended Emergency Closings sections of the KTL Personnel Policy Manual. Bill H seconded the changes on behalf of the board. The motion (yes 3; no 7) did not pass. Natalie then made a motion to approve the Human Resource Committee's proposed change with one sentence eliminated from the Extended Emergency Closings section — "The Board, in its fiscal oversight role, may instruct the Director to reduce or suspend employee hours." Stacey seconded. The motion (yes 8; no 2) passed.
- The committee also recommended the following regarding an end date for paying staff unable to work due to COVID-19 restrictions: "The Human Resources Committee recommends that we do not furlough any employees at this time due to the fact that we have received confirmation of funding from an Economic Injury Disaster Loan (EIDL) and the Paycheck Protection Program (PPP). If circumstances change at a later date, we would need to revisit the possibility of furloughing employees." That motion from the committee was seconded by Judy on behalf of the board. Approved unanimously.

Policy

- none

OLD BUSINESS

- none

NEW BUSINESS

- none

At 7:07 p.m., Natalie made a motion to adjourn the meeting; Bill B seconded. Approved unanimously.

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

Respectfully submitted,
Stacey J. Himmelberger, Secretary