

MINUTES OF THE VIRTUAL MEETING OF  
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES  
Nov. 19, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:31 p.m. on Thursday, Nov. 19, 2020.

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

No public comment.

#### SECRETARY'S REPORT

Darby made a motion, and Natalie seconded, to accept the minutes from the Oct. 22, 2020, meeting. Approved unanimously.

#### TREASURER'S REPORT

The Finance Committee has not gathered since the last meeting and will report in December.

#### DIRECTOR'S REPORT

Anne noted that the newly installed air filtration units received good feedback on Instagram. Although she originally intended to reopen library spaces to groups in January, the spike in COVID numbers will push that out until spring. Other highlights of Anne's report include:

Been in touch with School District. Joe Barretta said we would receive our funding for 2021 on Nov. 20<sup>th</sup>

- Sent "hello" postcards to patrons and received lots of positive comments.
- Attended the NYLA annual conference via Zoom.
- Starting a game collection – launch in January as part of our "We'll get you thru the Winter."
- Community Thanksgiving Feast – pick up clay and make your favorite Thanksgiving food; then bring it back to the library for display.
- Received confirmation from the state for the 2019-20 State Construction Grant (Bristol Room lighting and outdoor deck); initial check (90%) should be here soon. Starting the lighting as soon as electrician is scheduled.
- Chelsea Roy was accepted into NYLA's Developing Leaders Program.
- Steve Bellona patched the front concrete stairs.
- Article in the papers on the KTL Books It team. (We will be doing the .5K again!)

#### PRESIDENT'S REPORT

Sara has submitted the PPP Loan Forgiveness Application on behalf of the KTL. She also shared a letter from a patron critical of the library's policy to be open on Veterans Day (letter copied to the local VFW and American Legion). The board agreed that Anne will respond, stressing that the library values the service of our veterans and has a longstanding tradition of remaining open on this and several other federal holidays in order to offer relevant programming on that day and allow those who might not normally be able to visit the library during the work week to access information and materials on days when schools and workplaces may be closed.

#### FRIENDS REPORT

Matt Van Slyke reported that the bike racks are up (and look great). Since May is Bike Month, an event may be scheduled then to celebrate, possibly with a ribbon cutting. There was discussion about when and

where to hold the annual Jewelry Sale. Possible date is Nov. 28 either on the front lawn of the library (weather permitting), or in the History Room. Masks and social distancing will be required.

## COMMITTEE REPORTS

**Executive:** The Executive Committee met to review information provided by the Facilities Committee regarding the benefits of buying air purification units. Natalie made a motion to purchase two Beyond Guardian Airs (plus a free Guardian Angel) for \$3,600 from Aerus Electrolux. Stacey seconded the motion, and it was approved unanimously. Because this decision needs to be ratified by the full board, Bill motioned to endorse the Executive Committee's motion, and it was approved unanimously.

Anne expressed a desire to add another unit to be placed upstairs. Darby made the motion to purchase another Beyond Guardian Air; Natalie seconded. Funds will come out of this year's budget. Approved unanimously.

**Advancement:** Appeal letters were mailed in late October/early November to around 500 former donors. As of Nov. 16, 113 donors have contributed \$13,500. By Dec. 31, Sara would love to have 100% trustee participation in giving, showing that we fully support the library's mission with both our time and money.

**Facilities:** Based on a recommendation from Kris Bellona and the Facilities Committee, Anne brought the idea of purchasing two Beyond Guardian Air purifiers from Aerus Electrolux. These would allow us to address air exchange issues and make the library a safer place for staff and visitors. Given the urgency of the situation and to take advantage of sale (reduced cost and a smaller unit thrown in for free), this matter was sent to the Executive Committee for review and approval (see Executive Committee Report).

**Finance:** The Finance Committee, working with the Policy Committee, shared a revised petty cash policy. The board will discuss and perhaps vote on the policy in December.

### **Human Resources:**

Elizabeth shared the revised library director evaluation and asked board members to complete it by Nov. 29. Input will remain confidential and will be aggregated before it is shared with Anne. Feedback is intended for her personal growth and development.

**Nominating:** Two nominees have agreed to serve on the board starting in January, subject to board approval. Another candidate is unfortunately ineligible because he resides and works outside the Clinton School District.

## OLD BUSINESS

None

## NEW BUSINESS

None

At 7:10 p.m., Stacey made a motion to adjourn the meeting; Darby seconded. Approved unanimously.

REMAINING 2020 MEETING: 6:30 p.m. on Dec. 10.

Respectfully submitted,  
Stacey J. Himmelberger, Secretary