

MINUTES OF THE VIRTUAL MEETING OF
THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES
Sept. 24, 2020

The meeting of the Kirkland Town Library Board of Trustees was called to order (and recording started) at 6:35 p.m. on Thursday, Sept. 24, 2020.

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

No public comment.

SECRETARY'S REPORT

Barb made a motion, and Bill seconded, to accept the minutes from the Aug. 27, 2020, meeting. One edit — change language under Treasurer's Report to "approved with one abstention," eliminating the word "unanimously." Approved unanimously.

TREASURER'S REPORT

Natalie indicated that the financials have been approved by the Finance Committee. The audit review will take place next Tuesday; all board members are invited. Approved unanimously.

DIRECTOR'S REPORT

Highlights of Anne's report include:

- We are almost back to pre-COVID 19 service hours (2 hours shy). Picking up slowly; now averaging around 45 visits a day and a little over 120 circs a day. We are fourth in Overdrive use (e-audio and e-books).
- Curbside service will continue, and we are talking about resuming home delivery.
- Received half of our Oneida County Funding on Sept. 10: \$7,325
- The library will be having a sale of "weeded out" books.

Programming highlights:

- Our first outside adult program on wellness
- Friday morning Storytimes on the front lawn
- Final evening movie in the parking lot is this Friday
- "Connecting Communities: Towards a Better Understanding of Racism in the US," a Kirkland Town Library and Utica Public Library program, starts tonight.
- Team KTL Books It is currently in third place for the Empire State Race Off
- Providing Voter Registration packets

Grants

- Received a state construction grant of \$13,695, 50% of the lift project. With the grant, the lift installation will end up costing the library \$11,195.
- Received a \$2,730 CLRC Crisis Response Technology Grant to purchase webcams and headsets with mics to allow patrons to use our computers for Zoom meetings, etc., plus an iPad and chromebooks people can borrow for use outside of our building.

Building

- Elevator work scheduled to finish by Oct. 1.
- Work has begun on the concrete pad for bike repair station

PRESIDENT'S REPORT

Sara reminded board members to complete the sexual harassment training. While not required for trustees, this training, along with an understanding of our current sexual harassment policy and complaint form, would be helpful if a staff member approached one of us with a sexual harassment complaint.

FRIENDS REPORT

No report.

COMMITTEE REPORTS

Advancement: A fundraising appeal will be sent to former donors in late October/early November. The focus will be on the support the library has provided the community this year. Sara asked board members who are interested to again write personal notes on letters before they are mailed. A sign-up list will be circulated.

Finance: Natalie reported that the Finance Committee met and will look at the library's mix of investments to be sure it's balanced and current. There is a low level of return given the current market. The balance currently totals \$1,150,392. The portfolio mix (75% protection and 25% growth) is conservative focused on preservation of principle. Year-to-date return is 2.7%.

Human Resources: Barb reported that she and Anne have finalized the Paid Time Off section of the Employee Manual, which has been forwarded to the committee for review. After final edits, the manual will be presented to the board for comments and approval.

The committee is in the process of revamping the Library Director Evaluation Survey to include goals and remove items that may elicit an abundance of "Do Not Know" responses. The survey will most likely be ready to share at the next board meeting.

The committee has been researching benefit information for full-time staff members and has determined that we could, at minimum, provide dental and vision coverage for our four full-time staff members for 2021 at a cost of up to \$636 for individual coverage through Mid York/ BOCES. Anne will ask the four full-time staffers if they are interested in this plan. Moving forward, the committee will develop a strategy for adding health insurance coverage, either through Mid York/BOCES or another plan, and a retirement plan for full-time employees.

Nominating Committee: All board members should have received a list of potential candidates for open board positions. Additional names should be shared soon as the committee will meet next week to discuss candidates. A short list will be presented at the October meeting.

OLD BUSINESS

None

NEW BUSINESS

None

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

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

Respectfully submitted,
Stacey J. Himmelberger, Secretary