

Croton Free Library
Board Meeting Minutes
March 9, 2020

PRESENT

Trustees: Leslie Ellis (24), Sharyse Eisinger (20), Adora Lam (20), Lynn Kauderer (23), Susan Ranis (24), Barry Feinberg (23), Jane Beller (22), Marianne Merola (22), Mary McFerran (21)

Treasurer: Sid Franks

Library Director: Jesse Bourdon

Absent: Kate Fabian, President Croton Free Library Association:

CALL TO ORDER The meeting was called to order at 7:30 pm.

February 2019 minutes approved.

DIRECTOR'S REPORT:

- Monthly Statistics

Patron Services statistics for February 2020 were presented. Physical checkouts continue to increase compared to 2019 statistics. Special Event Attendance was also up by a large percentage due primarily to three musical performances where attendance was over 100 each. The number of new library cards issued was again above average.

- COVID-19 Preparedness

Many different steps are being taken by the Director in response to the continuing threat posed by the virus. Appropriate warning and advice signs have been posted in bathrooms, and extra bottles of hand sanitizer have been provided throughout the Library. All computer equipment is wiped down every night, as has been the policy for a while. The Director has been in close contact with the Superintendent of Schools and the Village Manager and is prepared to follow their lead in any decisions which may have to be made regarding the possible closing of the Library. In the case of a school closing, hot spots will be available to loan to students who may not have home access to computers. Funds are available if it becomes necessary to disinfect the entire Library through a massive spray procedure. The situation is, of course, changing on a daily basis.

- Security System

The Library's current security system is out of date. 16-18 new cameras can be installed at a reasonable cost of approximately \$3500, and the Director has met with contractors and plans to go forward with this upgrade.

- Construction Grant Status

Funds have been provided for the installation of new doors on the front and side of the building which will bring the Library in compliance with handicapped access requirements.

- Displaying signs around Croton

It is noted that the Village has passed new regulations prohibiting the display of signs on public property. The Library Association will need to be aware of these changes going forward as they promote future Book & Bake sales.

- Spanish Outreach Program

The Library recently conducted a Spanish outreach program, in coordination with the local schools, which was well attended and received a great deal of positive feedback. Spanish speaking interpreters were on hand to explain the many services provided by the Library. The Superintendent and several Principals were also in available to answer questions.

COMMITTEE REPORTS:

- Finance Committee:

The library continues to be operating close to or below all budgeting goals. Several large outstanding invoices have been paid, and a few major purchases of supplies have been made. With a good outlook for next year's budget, there will be no need to withdraw any funds from our investment portfolio. This is especially fortunate considering the current volatility of stock and bond markets. Tax returns have been completed and will be signed by the Treasurer upon receipt from our accountant.

The monthly Check Registry for December was voted on and approved.

- Art Committee

The Board discussed concerns raised by a library patron who wrote a letter to the Gazette expressing his dissatisfaction with our response to his request to show his art work in the Ottinger room. Letters were also received by Mary and the Director. With feedback from Board members, Mary will draft a letter to be sent to him explaining our policies and requirements. Some revisions will also be made to our manual and on the website to clarify procedures.

- Buildings and Grounds

The Building and Grounds Committee is continuing its work to select a firm to deliver a new design plan for the Library. Sometime within the next two weeks, the committee plans to meet with one of the designers. The exact date will be announced soon, and all are welcome to attend.

- Croton Reads Committee

The Croton Reads program has already sold out all of its tickets, but unfortunately there is no certainty that this program will be held due to concerns over the Corona virus. A final decision will be made in the near future after discussion with the author and after consideration of the risks to the community.

LIBRARY ASSOCIATION REPORT:

The Annual Meeting of the Library Association will be held on Tuesday, April 21 at 7 pm.

NEW BUSINESS:

- Next Board Meeting

The April meeting of the Board has been changed from Monday, April 20 to Tuesday, April 14 at 7:30 pm.

- Immigration and Customs Enforcement Policy

New policies are being developed, with the help of input from other libraries, to respond to the possibility of ICE enforcement activities on Library property. These policies are necessary to guide staff in handling difficult situations should they arise.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 8:25 pm, after which the Board went into Executive Session to discuss other policy decisions which may be required should the Library need to close for an extended period of time in response to the Corona virus crisis.

Respectfully submitted by Lynn Kauderer