

Croton Free Library
Board Meeting Minutes
April 14, 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

Croton Free Library Association: Kate Fabian, President

CALL TO ORDER The meeting was held online via Zoom and was called to order at 7:36 pm.

March 2020 minutes approved.

DIRECTOR'S REPORT:

- Monthly Statistics

Patron Services statistics for March 2020 were presented. Due to the sudden closure of the library on March 25 because of the COVID-19 pandemic, all statistics show a decrease with the exception of online checkouts via Overdrive and Hoopla.

- New Overdrive Purchases:

The Mount Pleasant Public Library has committed an additional \$100,000 (above an initial \$50,000) to eBooks/eAudiobooks in response to the crisis using funds from the Virginia Odell Legacy. These books will be available to patrons of all the libraries in the WLS. The Board wishes to express their gratitude to the Mount Pleasant Public Library for their generosity in taking this action.

- Online Programming

The Director is happy to report that the following programs have been successfully adapted to an online format using our FaceBook account: Parents and Infants, Mothers and Daughters Book Club, Chess Club, Bi-Lingual Music. Some have already had more than 150 views. In addition, Reference Librarians are available to answer questions via chat. This is a continuing project and we hope to add more online programming in the near future.

- Paycheck Protection Program

The Library has applied, through Chase Bank, for funds from the Paycheck Protection Program which would cover the cost of 2 ½ months' salaries. We are awaiting confirmation.

- Employee Handbook

The Director continues to work on a redraft of the Employee Handbook. This should be completed by the time of the Library's reopening.

COMMITTEE REPORTS:

- Finance Committee:

The library continues to be operating close to or below all budgeting goals. We are actually saving on some expenses such as heat and lighting costs due to the Library closure.

Sid and Jesse have worked together to develop two possible budgets for the next fiscal year starting July 1. One assumes a 2% increase in funding from the School District and one assumes a 0% increase. Either way, they are confident that we are in good shape for the upcoming year, including employee salary increases. Other unknowns include the amount we may receive from the Payroll Protection Plan and from the Library Association. So far we have not drawn funds from our investment accounts, which would be available if necessary.

One check that was to be used to finance a new program to be conducted for teens by Green Chimneys, and to be funded by a grant from Robert Pearson, will be voided until activities at the Library resume.

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

- Art Committee

It was agreed that the current artist exhibiting in the Ottinger room, whose exhibit was cut short due to the emergency closing of the Library, should be allowed to continue to exhibit his work once the library reopens. All other anticipated exhibits will be rescheduled accordingly.

It was suggested that artists explore the possibility of creating on-line virtual galleries for their work.

- Croton Reads Committee

The Croton Reads event was cancelled. No further plans are being made at this time.

- Buildings and Grounds

The Building and Grounds Committee has not been able to meet.

LIBRARY ASSOCIATION REPORT:

The Annual Meeting of the Library Association has been postponed due to the COVID-19 pandemic, as has the Book 'n Bake Sale and the ETSY sale event.

NEW BUSINESS:

Recognizing that we are in uncharted territory, the library intends to continue to pay its employees 100% of their salary. Employees are expected to be available to accept work from home assignments when required.

NEW BUSINESS:

- Selection of New Trustee:

We currently have four candidates who have requested to be considered for the open seat on next year's Library Board. Unfortunately, due to the necessary postponement of the annual Library Association meeting, it is not possible to make a selection now. Sharyse has agreed to continue as trustee beyond the end of her term until such time as a new trustee can be elected. In the meantime, Leslie will ask the candidates to write a brief explanation as to why they would like to become a trustee. Responses will be forwarded to the members of the selection committee.

PUBLIC COMMENT

There were no public comments.

The meeting was adjourned at 8:36 pm, after which the Board went into Executive Session to discuss salary increases for the Director and Assistant Director.

Respectfully submitted by Lynn Kauderer