

Brunswick Community Library
Board of Trustees Meeting Minutes

May 19, 2020

Attendees: Dan Casale, Ann Clemente, Laurel Colasurdo, Maureen Cox, Alix Duggan, Marthe Ann Gabey, Sara Hopkins, Kevin Mainello, Anne Poletto, Jennifer Shatz

Excused: Matt Perfetti

Committee members: Derek Foster, Jen Mainello, Kelley Triscari

Call to order 6:03 PM

Note: This was a virtual meeting

Approval of April 14, 2020 minutes – Motion to accept by Ann Clemente, seconded by Laurel Colasurdo, all in favor, motion carried.

Treasurer's Report – It was reported that the Library is still able to cover expenses. The Finance Committee approved the Treasurer's Reports for April, seconded by Jennifer Shatz, all in favor, motion carried.

Director's Report – Sara Hopkins reported that digital checkouts continue to increase, with Overdrive being up 50% and Hoopla having 68 checkouts. Spending has only been on digital. There are online game nights, raffles and clubs. Patron feedback has been positive, especially the seed exchange and birthday videos. They have been sending in pictures. Social media is reaching people; the previous monthly normal monthly was between 4000 and 9000, but now hit over 80,000. Sara Hopkins called DOH and libraries are in Phase 4, so we can't open yet, but will try to stream classes. Since construction is in Phase 1, hoping people will come back to a bigger, better library. We need a written reopening plan on file for our reference. We might have to limit attendance once open. The Summer Reading Program will be digital, so expecting drop. Ann Clemente said that brings to mind protocols and procedures, so what do we need to do. Sara Hopkins has been looking at guidelines from UHLS; the expectation is that opening will be the reverse of closing. We have to follow NYS guidelines. Dan Casale offered to get any answers we need from ESD, DOL, and DOH. Maureen Cox said that Phase 4 could be as early as July 1st, so it we be wonderful if we could check books out then.

Old business

Covid 19 – Sara Hopkins just got the full UHLS document (recommendation). She is concerned that the worst-case scenario would be shorter hours without opening on Saturdays. Maureen Cox inquired about hiring additional staff, but Sara Hopkins said that she does have a list of subs, if necessary, and the recommendations are to have

shorter hours with no staff overlap. Her expectation is that we will be able to staff as normal. Marthe Ann Gabey thought that if curbside delivery was kept until the start of the school year, we wouldn't have to worry just yet. Dan Casale mentioned that you cannot force people with underlying medical conditions to go to work. Ann Clemente said that we have time to develop a plan.

Employee online productivity and Payroll expenses – Things are going the same as before. All staff members are logging their work. They continue to help with video, content, mailing seeds, answering emails. There are new trainings coming out. Laurel Colasurdo asked if Sara Hopkins and Angela would be able to carry the load if the part-time staff were to be furloughed. At the last meeting, it was agreed they would be paid until 5/22. While the payroll is inline, we are not sure if we will receive projected income. There is no budget for medical-grade cleaning, but program and material expenditures have been down. Jenn wondered how much would be saved. Sara Hopkins said it is much easier for her with the help and she can focus on the administrative role. The concern is that Sara Hopkins will have more work to do planning for things to come back online – emergency plans, responding to DOH, etc. There was a discussion about income, expenses, and possible savings. Ann Clemente brought up that we have to consider the mission statement and ask ourselves, “what did we do to support the community.” It was decided that we needed more information to make a decision. We need to look at the numbers – what have been the savings and any new expenses (masks, acrylic shields, wipes).

Paycheck Protection Program – we have not applied yet. Would it make a good focal point for the annual appeal to say that we didn't get any federal money and kept all the staff? It was also difficult to pursue the filing with Key Bank.

Committee reports

Building and Grounds – Alix Duggan stated we were about to spend \$100,000. The library has to stay strong with the online presence. The staff will need to spend a lot of time with boxing and making the library functional. They have a working drawing set and Kevin Mainello said they should file now for a building permit. There were some additional costs savings due to reusing windows and doors, but the lamppost will have to be moved. The hope is to have the major site work done by 7/1, with the entire project wrapping up in September. There will be a lot of work involving reopening and operating during and after construction. Sara Hopkins said she has people ready to clean, weed books, etc. New bookcases still need to be ordered, so Sara Hopkins and Alix Duggan will meet to measure.

Friends of the Library – Garden Day is cancelled. Too early to tell if there will be town concerts for the 50/50 raffles. The Friends are on hold waiting to see what happens.

New Business

Town Board meetings – Should attendance be suspended, since they are virtual? Sara Hopkins said that she has been asked to just email her report and not given the option to attend.

Paycheck Protection Program for nonprofits – Ann Clemente asked if anyone would help to apply for the funds. Marthe Ann Gabey volunteered.

Next meeting – June 16th at 6 PM

Next Town board meeting – June 11th at 7 PM, Dan Casale to attend, if public is allowed.

Meeting adjourned at 7:46 as moved by Jenn Shatz, seconded by Dan Casale, all in favor, motion carried.

Respectfully submitted,

Anne Poletto