

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
May 11, 2020
Meeting Held Remotely via Zoom Software (New York State on Pause)
Minutes

Minutes: Meeting of the Board of Trustees

Date: May 11, 2020

Present: Frank Alkin, Lorette Adams, Kurt Mohr, Chris Maloney, Ilene Weitzner, Cynthia Sheridan, Heather Carmichael-Santini, Steven Schmelkin, Rhonda Rossman

Absent: None

I. Call to Order: F. Alkin called the meeting to order at 7:29pm.

II. Minutes: April 13, 2020; K. Mohr moved to accept the minutes of April 13, 2020; L. Adams seconded the motion; passed unanimously.

III. Financial Reports: presentation by Treasurer L. Adams

- A. 2020 Income and Expenses through April 2020
- B. Bank Account Analysis through April 2020
- C. Approval of checks and warrants through April 2020: I. Weitzner moved to approve the expenditures; C. Maloney seconded the motion; passed unanimously.

IV. Committee Assignments and Reports

- A. Building and Grounds – as reported by R. Rossman
 - 1. The building is being checked 2-3 times per week.
 - 2. Tree replacement will wait until we are working in the building.
 - 3. Additional security cameras will be considered once we return to working in the building.
- B. Planning – Reopening Plans – R. Rhonda

We are in the process of developing a Reopening Plan. The West Nyack Free Library Reopening Plan will consist of several phases, each providing additional layers of library service based on New York State guidelines, RCLS recommendations, community response, and available staff.

 - 1. L. Adams made a motion to make all library materials fine free until the pandemic response ends and traditional library service resumes; K. Mohr seconded the motion; passed unanimously.
 - 2. L. Adams made a motion to offer limited open-building hours as needed until the pandemic response ends and traditional library service resumes; K. Mohr seconded the motion; passed unanimously.
- C. Public Relations – R. Rossman
 - 1. Staff members are working remotely to contribute to our twice weekly eNewsletter, our virtual programs, our website content, and our recorded programs.

2. Staff members have reached out to patrons to promote library services via email and telephone calls.

D. Finance – L. Adams

1. L. Adams made a motion to approve the 2019 tax return as amended (see page 7, trustee hours contributed weekly); C. Sheridan seconded the motion; passed unanimously.

E. Administration – as reported by R. Rossman

1. Remote staff meetings are held at least four times per week.
2. Remote assignments have been created for all personnel.
3. Remote staff training assignments have been assigned for all personnel.
4. Each staff member completes and submits a weekly remote work report that includes projects and tasks.
5. **PTO:** Several staff members lost earned 2019 PTO hours due to the pandemic. K. Mohr made a motion to extend the 2019 PTO hours for 90 days post reopening of building; L. Adams seconded the motion; passed unanimously.

V. Director’s Report – Rhonda

1. All staff members are working hard to identify community needs and to provide accurate, reliable resources through the twice-weekly eNewsletter and on the library website.
2. Staff members are purchasing additional products to add to our remote resources, including eMaterials and databases.
3. Our own Youtube channel has been created with 15 originally produced video recordings currently posted.
4. Purchasing staff members continue to review professional journals to identify materials for future inclusion in our collection.
5. All staff members have been provided staff training assignments that can be completed remotely.
6. Several staff members (including myself) have attended RCLS system meetings and/or facilitated RCLS committee meetings.
7. Staff members are creating and producing recorded and remote programming for all ages
8. Staff members are updating the website and social media sites daily.
9. Staff members are participating in remote meetings 2-4 times per week, depending on department.
10. Staff members are contributing book and media reviews for inclusion in our Staff Picks option on our website.

VI. New Business

VII. Adjournment: K. Mohr made a motion to adjourn the meeting at 8:19pm.

Respectfully submitted,
Rhonda Rossman