

Castleton Public Library
Board of Trustees Meeting
Held virtually via Zoom, 4/20/2020, 7:00 p.m.

Meeting Transcript

Shane Mitchum: It's 7:08 and we'll call the meeting to order. So if we want to start with the Pledge of Allegiance, right? I'll move that down here. Everybody, if you want to unmute to say the Pledge of Allegiance, please go ahead.

[Attendees recite Pledge of Allegiance]

Shane Mitchum: All right. And then roll call. I see that we have -- Jacki's on, Laurie's on, Melissa's here, Nathan, and Mary Claire. Maria is absent right now. Okay, moving on to adoption of the agenda, so long as everybody's had a chance to review it. Is there a motion to adopt? You want to motion, just -- okay. Jacki, go ahead and motion. Then Nathan --

Jacki Griffin: You want me to do that verbally, Shane? This is getting a little complicated.

Shane Mitchum: Yeah, Melissa, that's what we want to do, right?

Melissa Tacke: Yes, please.

Shane Mitchum: Yep, so Jacki, if you could motion, and then Nathan, you can second.

Jacki Griffin: I motion.

Nathan Hans: I second.

Shane Mitchum: Motion carries -- or, all in favor, motion carries. How -- Melissa, how are you going to do the "all in favors"?

Melissa Tacke: I think we might have to do it as a roll call vote. Sorry, guys.

Shane Mitchum: Okay, that's fine. So, Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: All right. Sounds like all in favor. I'm also an aye, so, motion carries. All right, public comment. Doesn't look like we have any members of the public on right now. So, old business. Melissa, if you want to talk about word of mouth advertising.

Melissa Tacke: Yep, thank you. So you should have gotten in your packet a scanned version. And I think I also sent this document as a one that has links you can click on. If you can share anything about the virtual services that we're offering, whether that's collections-based, whether that's our events, those kinds of things. Just tell three people. We just want to remind people that even though we're closed, we're still here for them. And we're still providing collections and resources for people. Does anybody have any questions about that for me?

Jacki Griffin: It might be hard this month, with the social distancing, to actually talk to that many people.

Melissa Tacke: Good point. Yes.

Shane Mitchum: All right. We can move on to new business now. I think everybody hopefully had a chance to take a look at the votes that we made last month via email. I will pull them up on the screen in one second, that way we have it. Somewhere I have it open. Here it is. So, again, we'll have to go through each one of these and vote on them, the emergency measures. So we'll do it the same. Somebody type in the chat that they motion, someone else second, and then we'll go through the remaining people. Let me get that down here, so everybody can see it. So the, the first thing we're going to vote on is number one. So, effective 3/16, during the closure, all regular staff will be paid the hours they were originally scheduled to work. Director will continue to work in the library, may work from home as needed, using a staff laptop. The Youth Services Librarian will work from home using a staff laptop. She may also work limited hours in the library on a specific project. When we are preparing for reopening, paraprofessional staff may be asked to come in and catalog materials, shelve books, run hold reports. Is there a motion to adopt that? Jacki. Go ahead.

Jacki Griffin: Sorry, Shane. That's a whole bunch of keystrokes to get to this point. I motion that.

Shane Mitchum: Okay. And Nathan.

Nathan Hans: Second.

Shane Mitchum: Okay. Laurie -- or, all in favor? Laurie, your vote is?

Laurie Knaack: Aye.

Shane Mitchum: And Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: All right. I'm also an aye, so, all in favor. Motion carries. All right. The second thing on the list here, effective 3/16, making available equivalent of additional three weeks paid sick leave temporarily available during this time to expire on 9/30/2020. This would be intended to cover professional staff who will be working their full scheduled hours during the closure and all staff after reopening as the virus begins to ebb, but new cases may still be occurring. This would be to cover coronavirus-related illness suspected illness, quarantine, or to offer paid leave when a doctor recommends staying home. This is to help our staff as they deal with any coronavirus-related illness without having to use their accrued sick time or vacation time. Is there a motion to adopt that?

Jacki Griffin: Motion.

Shane Mitchum: All right. Is there a second?

Nathan Hans: Second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: And Jacki.

Jacki Griffin: I motioned it, Shane.

Shane Mitchum: Okay, Mary Claire, sorry.

Mary Claire Aitken: Aye.

Shane Mitchum: And I am also an aye, so, all in favor. Motion carries. All right, onto the third one here, effective 3/16 and to remain in effect for the duration of the closure. To temporarily adjust check signing policies to allow one signature to sign checks \$250 and over and to authorize the Director to sign any checks \$250 and over after written approval from President or Treasurer is obtained. Director will send a scan of vouchers/invoices for approval to the President and Treasurer via email and will attach their approval to the voucher and invoice to keep a paper trail of all approvals. These temporary adjustments to the policy would expire after the library is reopened to the public. Is there a motion to adopt that? Jacki. Go ahead.

Jacki Griffin: I motion it.

Shane Mitchum: Nathan, if you want to go ahead.

Nathan Hans: Second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also an aye. So, all in favor. That motion carries. Well -- Effective 3/16, empowering the Director to purchase additional digital materials, with the Director using her discretion as to which other line item funds will be pulled from. Is there a motion there? Jacki, if you want to go ahead and do that?

Jacki Griffin: Yep, motioned.

Shane Mitchum: Nathan?

Nathan Hans: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I am also in favor of that, aye. So, motion carries. And the last one here to is to approve the Library Service in Unusual Health Situations draft policy, not sure if everyone had a time to go through that. If there is a motion there as well?

Jacki Griffin: Motioned.

Nathan: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: I'm also an aye, so motion carries there. All in favor. All right. And then the next thing here is library service during closure. Melissa, do you want to talk about that one a little bit?

Melissa Tacke: Yes, thank you. So hopefully you guys have had a chance to look over what I sent you. That kind of in a nutshell is what we're doing. We're really focusing on our digital collections. I pumped a lot of extra funds, as many other libraries have, to help make sure that we're making our collections as available as we can in the period of time that we're closed. We do have access to Hoopla now, which gives some additional access to audiobooks and eBooks than we had a few weeks prior. And since the beginning of this month, we've started doing some virtual programming. So Joelle is doing some virtual storytimes, she's done her first "Cool Science at Home," which is an adaptation of our monthly science kids series. I've done one Virtual Book Chat, will be doing another one tomorrow, and then we'll be having our actual first Virtual Book Club now that we have access to Hoopla, which allows multiple people to use the same title at the same time. That'll be on May 4th. So obviously, with the executive order, we will certainly be closed to the public through May 15th and we'll see from there what's happening. I started to draft a plan for how we will phase our reopening. As many people have been saying for different reopening processes, it won't be like flipping on a light switch. We're going to be phasing in services over time. We really want to keep our staff safe and we want to keep patrons safe. So I have drafted something now. I'm also active on a committee in Upper Hudson [Library System] that is looking at a coordinated reopening plan for all libraries in the system. So before I share that with you, I want to make sure everything is copacetic before we move forward. So I will be sharing more about that with you probably as we get into early May. But just to give you a heads-up, just kind of in a nutshell, what that might look like, is that before we open to the public, there'll be a period of time where staff will be returning to the building and we'll remain closed to the public. Possibly incorporating curbside service at that time, then opening up on a limited basis. There might be limits on how many people can be in the building at a particular time. We might be doing things by appointment. We'll be reducing the number of public computer stations and making sure that they're socially distanced, because they are not at all right now. And the very last thing that will be phased in is in-person programming. So that means that we are planning -- we initially planned a Plan A and Plan B for our summer, meaning Plan A being our normal summer, and Plan B being something else. It doesn't look like we're going to be experiencing a "Plan A" summer. So although we had kind of had that all planned, we are now -- Joelle and I are working together to now plan

what looks like it's probably going to be a completely online, virtual model for summer programming and we are going to be using a New York State -- New York State gives us free access to a program called READSquared that we'll use for the reading records, activity records, that kind of thing. So I'll give you more details about that, obviously, as we're getting closer to reopening, but it will definitely be a phased-in model. If anybody has any questions for me about things that we're doing now, or things that we're doing looking ahead? If it's looking ahead, I might not know the answer, because there's so many things that are changing day to day, and we're going to have to respond to whatever guidelines are in place in the future to guide what we're doing. I will answer the questions as best I can.

Jacki Griffin: Melissa, this is Jacki. I do have a question specifically related to moving around the computers. Are you able to do that yourself, or do you need somebody to come in and help with that? And what might any restrictions be to having somebody else come into the building if you do.

Melissa Tacke: Thank you. That's a good question. It's manageable. Now that we've transitioned to our new computers that we had installed in December. Rather than being -- they used to be individual computer clients, quote unquote, that connected to the same tower. That's no longer the case. They are four separate, discrete computers, so they're very easy to move around. All I need is a power source, and the two places that I think they are going to go, there's outlets right there. They connect to the Wi-Fi. So it shouldn't be any problem, I should be able to set them up by myself. So I don't anticipate we're going to need to bring anybody from outside. There might be a time when we're going to be having to reorganize the building in terms of moving seating around, removing seating. Initially, we're going to be using the Community Room as a workspace, because the work area at the front of the library is -- we're too close together, we need to be more spread out. So during that time, when staff is in the building, I might be getting some help from our staff but everything is really easy to move around. It's things we've all moved around lots of times, so I don't see us having to bring in someone from outside.

Shane Mitchum: Hey Melissa, it's Shane. I know we were talking about getting a Zoom license for the library. I think based on the fact that the programming is probably going to be a little bit more sparse than it has been in the past couple summers, that if the Zoom meeting will help that at all, that's something I think we should probably definitely look into that seriously.

Melissa Tacke: Yes, that's something I would like to do right away because one of the things we have planned for May is to have a Virtual Open Mic Night. And we will definitely need longer than 40 minutes that I can have through my free Zoom account. So that's something I'm going to pursue pretty much immediately. And I believe from talking to other libraries, I think the cost of that is pretty affordable, \$15 a month, I think? So it's very easily affordable

within our program budget. And I think that'll serve as well. We can use that for meetings going forward as well. And we can also use it for programming.

Shane Mitchum: Yep, I think that makes sense. Okay, any other questions on that for Melissa? All right, I think we talked a little bit about the reopening process there. So we'll move into the 2020 financial review. Let me actually have the board packet up here. So I don't know if everybody had a chance to take a look at that letter that was included. I don't know, Nathan, if you want to talk about that or Melissa? All right?

Melissa Tacke: I can't remember in years past, whether this was something that was given to the board for their information or if it was something that was actually voted on. Nathan, can you clarify, if you remember?

Nathan Hans: That's a good question. I think we just reviewed it. So let's just review it this month. And if we have to, next month we'll come back and re-approve it, but I'm fairly certain we just reviewed it.

Shane Mitchum: Okay. Any other comments or concerns about this? All right. So next on the list is the President's Report. I have nothing to report at this time, hopefully, everybody's staying safe. And I think that the procedures are library following right now are what needs to be done. So hats off to Melissa for that. Moving right along, Secretary's Report. Review of the minutes from last meeting. I can pull those up here. Is there a motion to adopt these minutes?

Jacki Griffin: Motioned.

Nathan Hans: Second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Mary Claire?

Mary Claire Aitken: Aye.

Shane Mitchum: And I'm also an aye, so motion carries. All right, Treasurer's Report?

Nathan Hans: Yep. So you have the Treasurer's Report. Fairly standard month, I would say. Nothing out of the ordinary.

Shane Mitchum: All right, are there any questions on this, on the check detail?

Melissa Tacke: Before you vote on the check detail. I've included February, because we didn't have a March meeting, and I have the March check detail so the vote should cover either both or individually.

Shane Mitchum: Okay. Is there a motion to adopt the check detail from February and March?

Jacki Griffin: Motioned.

Shane Mitchum: And is there a second?

Mary Claire Aitken: I'll second.

Shane Mitchum: All right. Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So motion carries.

Jacki Griffin: I just have a general question regarding finances. With the closure, are we seeing any decrease in expenses or because we're bumping up the online content are we just shifting around expenses. Just in general.

Melissa Tacke: That's a good question. Obviously, we're not spending on programs, we are still paying our staff so that is staying where it is and I am trying to reallocate funds to really, really invest heavily into eContent. So we're pretty much holding steady for right now. I don't think we're going to see a big reduction.

Jacki Griffin: Thank you, Melissa.

Shane Mitchum: All right, if we want to move into the Director's Report now. I could put that up on the screen.

Melissa Tacke: Okay. Hopefully everybody had a chance to look it over. Obviously, our statistics are very impacted by the fact that we were open for about half of the month. I did put some information there -- a little chart that showed eContent usage, a month to month comparison. And from February to March we had about a 30% increase just from month to month which is pretty unusual. That's more of an increase we've seen year over year, but not month to month, and I think we're going to continue to see a big jump for next month. The numbers for OverDrive use continue to just go up and up. Hoopla has been

in place for a week, so I don't have information about that because it went live in April. But it's a pay-per-use model and libraries in the system had devoted a certain amount of funds and we're -- after one week there's -- it's being used! So, I'll have more information for you about that eContent use. I think it's wonderful that people are taking advantage of the material that we have available. So I just wanted to give you a little bit of information about that. If anybody has any questions about my report, please let me know.

Jacki Griffin: Melissa, this is Jacki. Just a quick question on the pay-per-use for Hoopla. Are you seeing anything that's concerning or is it pretty much what you expected?

Melissa Tacke: The use, I think, is a little higher. I'm talking about system-wide. Yeah, system-wide the demand was much more. It's not necessarily being used super-super heavily by our users at the moment. But it is being used. I think it's being used a little bit more heavily, but no one's concerned about where that number is at or what it looks like. I think we kind of knew going in, when we were devoting funds, that we are going to be needing to probably put some more money in and our personal -- our individual investment for our library was very inexpensive, about \$200. They use kind of a formula based on what libraries have checked out the most eContent in general. So we're nowhere near that cap. Some other libraries have already exceeded their cap, but I think we all knew we're going to need to put in some more.

Shane Mitchum: Okay. Great. Any other questions for Melissa? All right. So moving into our Friends Report.

Melissa Tacke: So obviously, with the library being closed, the Friends are not meeting. They'd had some fundraisers that were scheduled for April and May, like a bottle and can drive and a fundraiser at the Hill that are obviously not going to be happening. I think that they're going to be regrouping a bit later, and I am going to communicate with them, just to let them know as we reopen, one of the things that we need to communicate with them -- certainly we can provide them the platform to meet virtually, but in-person meetings or something that, again, won't be offered instantly, as soon as we start services again. So I need to communicate with them so that they're aware of that as they start to plan and look ahead to the future.

Shane Mitchum: Okay. Then Nathan. I think you had something that you want to mention?

Nathan Hans: Yeah, sorry. During my report. So I noticed at the end of either February or March, our bank balance is getting pretty low, down to like \$2,000, so I was looking for authorization to make a one-time transfer of \$5,000 just to bring the minimum up a little bit. We transfer \$15,000 a month. And maybe

with, you know, closures, it won't go down that far, but I just don't want -- \$2,000's a little low for my comfort. So I just wanted to ask that.

Shane Mitchum: Yeah, that sounds good. Do we have to we have to vote on that?

Nathan Hans: Yeah.

Shane Mitchum: Yeah, okay. So, is there a motion to adopt the bank transfer of \$5,000?

Jacki Griffin: This is Jacki, I motion.

Mary Claire Aitken: This is Mary Claire, I second.

Shane Mitchum: Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So, all in favor. That motion carries. All right, so moving into the committee reports. Finance Committee, we have nothing to report, we have not met. Administrative Committee?

Jacki Griffin: We have also not met.

Shane Mitchum: Okay, Operations and Capital Projects. We have not met. Policy Committee?

Nathan Hans: We're reviewing some policies that Melissa sent over, but that's all we have to report.

Shane Mitchum: Okay, and the Long Range Plan Committees. Sustainable Funding, we have not met. Library Space?

Jacki Griffin: We have not met.

Shane Mitchum: Okay, and Community Outreach and Visibility.

Mary Claire Aitken: We have not met.

Shane Mitchum: Okay, so no committee reports. At some point we -- once things start to get a little bit normalized, we should probably get back on the

committee meetings. But all right, keeping the meeting rolling here. Announcements, are there any announcements anybody has?

Melissa Tacke: One thing briefly that I forgot to mention during my Director's Report is that we had obtained our Wi-Fi hotspots for loaning, which were not out at the time that we were closed. So one of them I've reserved, just in case we need it for staff use. But the other two are in use at Castle Hill senior housing. They have two wings on their building. So they put one in one wing and one in the other wing. And I put together a letter to every resident that was put in everyone's mailbox letting them know how to connect. And from Kathy Wilkinson, who's the Director there, she is letting me know that residents are enjoying that and it's a positive addition for them. So I just wanted to share that.

Shane Mitchum: That's great. Do you have any stats on how much it's being used yet, or is that something that'll be coming up in the next month?

Melissa Tacke: Yes, I'll go over that next month.

Shane Mitchum: Perfect. Okay, great. That's a great idea.

Jacki Griffin: That is, that's awesome. Thank you, Melissa.

Shane Mitchum: All right, then, no public comment. I don't think we have a need for Executive Session. So, is there a motion to adjourn the meeting?

Jacki Griffin: Motioned.

Shane Mitchum: Right. Is there a second?

Mary Claire Aitken: I'll second.

Shane Mitchum: Alright, Laurie?

Laurie Knaack: Aye.

Shane Mitchum: Nathan?

Nathan Hans: Aye.

Shane Mitchum: I'm also an aye. So, all in favor. That motion carries to adjourn. All right, thanks everybody.

[Attendees say their thanks and goodbyes]