

**Castleton Public Library  
Board of Trustees Meeting  
Held virtually via Zoom, 9/21/2020, 7:00 p.m.**

**Meeting Transcript**

**Shane Mitchum:** All right. So we should start with the pledge.

*[Attendees recite Pledge of Allegiance]*

**Shane Mitchum:** All right, let me share my screen. I'll pull up the board packet. All right, so I think everybody's here. We have full attendance tonight, which is great. I'll give everybody a second here to review the agenda. And is there a motion to adopt the agenda?

**Jacki Griffin:** I motion, this is Jacki.

**Shane Mitchum:** And is there a second?

**Maria Marcucci:** Second.

**Shane Mitchum:** Maria seconds.

**Shane Mitchum:** And we have Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** And Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** I'm also an aye. So, all are in favor, the motion will carry. I don't think we have any public comment right now, so we can skip right through that and move into old business to library word-of-mouth advertising.

**Melissa Tacke:** Yep! In your packet is the September services and events guide. We're planning things a little bit closer to when they -- quite a bit closer to when they actually happen because there's so much unknown. I actually just emailed you, one minute ago, the October calendar as well. But I would say, for now, letting people know that we're offering in-person visits [without] appointment. That would be the thing that I'd really like to see us get the word out about. We did that as a soft opening starting on the ninth, and we'll start to publicize that this week. Rather than calling for an appointment, if people want to come in and visit the library, they just open the front door to the building, come to the front door of the library itself. We do have that door locked, and people knock on it to come in, because we're at reduced capacity and we don't want to exceed capacity at any time. And it also gives our staff an opportunity to verify that people that are coming in are wearing a mask. But people can now just walk in, which is great. And people are very happy about that so far.

**Shane Mitchum:** Yeah, I definitely heard positive feedback about being able to go back to the library so, good stuff. All right. Next on the agenda is the reopening process. I mean, I think you just kind of went over it. But if you want to let us know where we are, and what's next?

**Melissa Tacke:** Yep. So that's where we are. That's our newest update. I'm thinking in terms of moving away from the reduced hours, there's a lot of things to consider. We've maintained doing these team-based schedules, there's a team that's in the building each week, and then a different team and so on. So, that way if someone were to get sick -- like, if I were to get sick, everybody who had contact with me under a normal schedule would mean all those people would have to be quarantined and so on. So I'm thinking that the impact of school reopenings and other things from the fall, we'll see more about what that looks like through October, and if it looks like infection rates are staying pretty much the same, and things are pretty much the same as they are now, I would feel comfortable

moving back to our normal hours. Obviously, if we're seeing surges or upticks we probably want to stay with the same reduced schedule that we're working with now. So that's what's next. I'll continue to be looking and monitoring what the public health situation looks like for the remainder of this month and into October.

**Shane Mitchum:** I think that makes sense.

**Jacki Griffin:** Melissa. Are you-- this is Jackie. Are you aware of the new school dashboard that's available from New York State Department of Health? Where you can actually look by school at infection rates. That might be something that would be of interest, because obviously if anybody in the school district -- and it includes not just students, but teachers and staff. If we have students that are starting to flag as positive, that might be a little bit more of a concern than if it's randomly somebody in the community. Because school-age kids really use the library a lot more.

**Melissa Tacke:** Okay, is that right on the coronavirus page for New York State?

**Jacki Griffin:** I'm not really sure what the URL is, but I can absolutely find it and send it to you. I only have the test. Yes, that's it.

**Shane Mitchum:** It's right here.

**Melissa Tacke:** Okay.

**Shane Mitchum:** Okay. Oh, it's School COVID Report Card.

**Jacki Griffin:** Okay, yes. So you can actually look at at Schodack and you can also look and see what's happening in the East Greenbush schools.

**Melissa Tacke:** Okay, great. That's really helpful. Thank you.

**Shane Mitchum:** Nice. Thanks for that, Jacki. All right. Any other questions or comments about the reopening? All right, moving to the next item on the list, we have trustee recruitment. I assume we still need a few trustees here, Melissa, right?

**Melissa Tacke:** Yes, one. I can put together a Facebook ad and put something out to *The Advertiser*, and we can put a flyer up in the building. Is there anywhere else you want to promote the vacancy?

**Shane Mitchum:** Trying to think -- nothing that pops up into my head right now, but I'll continue to think about it.

**Melissa Tacke:** And of course, if any of you know anyone who you think would be a good fit for the board, you can talk to people directly and encourage them to be in contact.

**Jacki Griffin:** And Melissa, do you want to reach out to Jen Felts and have it put in *Our Towne* again?

**Melissa Tacke:** Yep. Okay.

**Shane Mitchum:** All right, moving on to new business. We have the extension of special COVID-19 leave for employees.

**Melissa Tacke:** If you recall back -- this was something that you guys had approved over email back in March, and then approved with a vote at a virtual meeting in April, and this was basically giving employees, the equivalent of three weeks of leave for -- equivalent to what they would normally work in that week -- leave if they became infected, if they had to be quarantined, if their doctor advised that they not return to work, those sorts of things. The board had approved that to run through the end of September, I think because we had thought by that time, this would all be over. But clearly it's not, so I'd like to see that same policy extended, whether you would want to extend that just through the end of this year and then revisit it at that time, or if you wanted to just looking ahead, maybe extending it through June 30, 2021. If we did the further-out date, I think that would give us more time and coverage, but we could certainly just renew it through the end of this year and then revisit in December.

**Shane Mitchum:** I mean, I'm fine either way. Does anybody else have thoughts? I mean, if somebody catches COVID I'd rather have them at home, rather than at the library.

**Mary Claire Aitken:** I do think that we should extend it through June of 2021, because I don't see any end in sight.

**Jacki Griffin:** So, I just have a question and I'm not really sure -- I can check with my colleagues too, at DOH to see if I can find the guidance, but I'm not sure how that works in conjunction with New York State's order for leave, for the 14-day leave, the COVID-related leave.

**Melissa Tacke:** Yep. Ours is actually a little bit more generous than the state. So it would be, you know --

**Jacki Griffin:** But in addition to, not instead of, right, Melissa? Or is it instead of, or in addition to?

**Melissa Tacke:** Instead of, because it meets and exceeds the state requirement.

**Jacki Griffin:** Okay.

**Mary Claire Aitken:** Currently, the state requirement is only two weeks.

**Jacki Griffin:** Right, it's only 14 days. Yep. I am perfectly fine. I don't know if we need to vote on it, but I have no qualms with extending it to June of 2021. That is going to be the world we're living in, unfortunately.

**Shane Mitchum:** Right, so why don't we just vote on it. This vote is for extending the COVID-19 leave for employees until the end of June 2021. Is there a motion?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** All right. Is there a second?

**Maria Marcucci:** Maria seconds.

**Shane Mitchum:** Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** I'm also an aye, so that motion will carry.

**Maria Marcucci:** Shane, as a side note, just to follow up on Mary Claire's comment. I'd like to know a little bit more -- I found it shocking, as you can tell by my reaction -- that we really think it's going to next year, like almost a whole other nine months we're going to have this hanging over our heads?

**Shane Mitchum:** Yeah, I mean, I don't know, I don't think anybody really knows at this point. So I think just extending out to June -- hopefully, we never have to use it. I mean, that's the whole goal of this. If somebody does get sick, like I said, I'd rather have them at home recovering than at the library.

**Maria Marcucci:** I agree with you wholeheartedly, but I think Mary Claire, because she's got the her pulse on the healthcare --

**Mary Claire Aitken:** I think it's more of an issue of the vaccine, its availability, and herd immunity. And the fact that -- I do think that we'll be into masks well into 2021 based on current infection rates, et cetera. So I don't see any problem extending it until June as just a matter of course, but to revisit in January, I feel is too soon. So why not just extend it with the information that we have early and go from there.

**Maria Marcucci:** Agree, thank you.

**Shane Mitchum:** All right, next thing on the list, there are changes to New York State sick leave requirements.

**Melissa Tacke:** And this is something that -- I apologize, because this was legislation that went through back in April, that I was completely unaware of, and just became aware of recently. So this is apart from the COVID leave that New York State requires. This is something that is a permanent change for employers in New York State. And that is that the amount of sick leave that we are required as an employer to have employees accrue is increasing quite a bit. Basically, it's one hour of sick leave accrued for every 30 hours worked. And per the law what that means is that starting September 30th, employees start to accrue that leave based on the hours that they actually work, but are not allowed to begin taking that leave until January 1st. So I know that the Policy Committee, we had -- there had already been some revisions to the Personnel Policy. But I didn't go in and make those changes, and I knew that we wouldn't have enough time to meet and discuss and go over all of that before this meeting. So I just wanted to, as a stopgap because we need to make sure that we're in compliance with the law, for the board to approve that we can have our employees start to accrue sick leave as required by the new New York State law beginning September 30. And what I'd like to do is that I'd like to allow people to keep any banked hours that they have accrued from our previous setup for sick time. The way we had it set up prior is that for the part-time employees, that was four hours that accrued every quarter for them. Some people have, they might have 10 hours banked, or 12 hours banked, so I would like them to -- they would retain all of that. And then this would be going forward, they would accrue this additionally. I don't want to take anything away from anybody, for what they had accrued previously. But I also want us to be in compliance with the law.

**Maria Marcucci:** Quick question. How does this impact the budget?

**Melissa Tacke:** Well, it means that if someone needs to be out sick for a non-COVID-related illness, that there would be a longer period of time that that would be paid leave after that time accrues. Because as of right now, because it had accrued four hours every quarter for the part-timers and eight hours every quarter for me. Like, if I'm out sick for a week that's 40 hours right there. It would have been partially paid leave, and then sometimes people would take unpaid leave if they were sick for a longer period, or recuperating for longer periods, so that would mean if someone needed to be out, we'd be paying sick leave for a longer period of time.

**Maria Marcucci:** Okay, it's just that these are liabilities that are on the books, and my hat's off to you for keeping track of it all.

**Melissa Tacke:** Well, sure. I just apologize for being behind with it.

**Maria Marcucci:** No apology needed.

**Melissa Tacke:** I think it's a good change.

**Shane Mitchum:** I mean, again, I think it goes back to when people are sick, we don't want them in the library anyways, regardless of if it's COVID or what it is.

**Melissa Tacke:** Right.

**Shane Mitchum:** And there's not much we can do about it, with it being a New York State requirement anyways. Any other feedback on that before we vote on it?

**Nathan Hans:** Do we need to come up with a line that these funds are coming from, if it happens? We can't just be like, yeah, free money, we have to account for it somewhere.

**Melissa Tacke:** Right. What we've done when people take vacation or sick time is that it comes out of the out of the expense line that's related to that position. So there's the Director line, there's the Librarian I line, and then there's a line that lumps together the Library Assistant and the Library Aides. That's the easiest way to account for it, and I keep separate track. I have a spreadsheet, where I keep separate track of peoples' vacation and sick time accruals, and I have a statement that I give to the employees every pay period that has that information. So I'm already set up to track all of that and to give people an update every pay period with what they have. But the funds themselves would just come out of the staff line.

**Nathan Hans:** Right. But these are funds that we have not budgeted, we haven't budgeted for this amount of accruals. Am I understanding it properly?

**Shane Mitchum:** Well, if they're taking sick time, then we're not paying them -- I guess we wouldn't be paying them their regular salary, right? We'd be paying them the sick time salary, so it would -- except for if we needed to have somebody fill in for them, they're not really making more money than they would have been at work, right? From a budgeting standpoint.

**Melissa Tacke:** Correct. And it would mostly impact the Library Aides, because if I'm out sick, I'm out sick, and there's not somebody else who's doing my job. And that's also true for Joelle and it's also true for Dale, the Library Assistant. We have subs for the Library Aides to cover and when I -- actually we do, we have budgeted for what those previous accruals look like when we put the estimates in for the budget. So that would include if someone was taking all of the vacation time that they had accrued that year and used all the sick leave they had accrued that year, that's already included. So there's always a buffer there. But I can take another look at the 2021 budget and just make sure that we're in step with that. There's also some -- the law also says that the employer can put restrictions on -- saying you can take no more than however many hours per year. Again, I personally want people to stay home when they're sick, so I don't want to limit that too much, as long as people are using what they've accrued. But I think that it impacts most those who are at the lower part of the pay scale in the organization. So I don't think it'll be a huge hit budget-wise.

**Shane Mitchum:** Do we have anything -- and again, I apologize for not being familiar with the policy, but do we have something that shows how long they can continue to bank the hours. Is there a maximum number of sick time somebody can have?

**Melissa Tacke:** Under current policy, I believe it's, I want to say it's 80 hours.

**Shane Mitchum:** Okay. Yeah, that's a lot.

**Melissa Tacke:** So quite a bit. And we haven't had anybody who's reached that point before they need to use some of their time. I might be confusing it with vacation. I might be 40, but I'm not sure.

**Shane Mitchum:** Okay.

**Nathan Hans:** Yeah, I'm okay going forward. I'd like to see what the regulations are, and I'd like to review our policy. Like Melissa, I'm a little behind.

**Shane Mitchum:** So should we do it as a temporary vote to accept until the Policy Committee can review it and update the policy?

**Melissa Tacke:** Right. That was the idea in bringing this in front of the board is to okay that we can -- okaying the accruals in compliance with New York State law, and then I'll go through and update my draft of the Personnel Policy and then the Policy Committee will review it and then we'll bring it to the board for the October meeting to review the entire policy and vote on the entire policy.

**Shane Mitchum:** Okay.

**Nathan Hans:** I'd like I'd also like to see what lines in the 2020 budget offset this. If we have additional accruals, we need to budget.

**Melissa Tacke:** Okay.

**Jacki Griffin:** Melissa, something that would be really helpful for me is to understand what the accruals would have been before the policy change and what they will be now with the policy change. It doesn't sound like it's going to be huge, so just having those easy numbers to look at would be super helpful.

**Melissa Tacke:** Sure. I can give you an example. I'm using Joelle as an example because she has -- she can be at half of my hours. I do 2,080, so she does 1,040. Calculating for her, it ends up being exactly 20 hours a week for the entire year. What that has looked like in previous accruals is that she would accrue four hours every quarter, which means that over the course of an entire year she would accrue 16 hours of time, whereas with the new sick leave requirements for New York State, she's going to accrue one hour of sick leave for every 30 hours she works. So that ends up being about 34 and a half hours of sick time per year. So it's quite a difference in terms of the part-time employees.

**Jacki Griffin:** That's very helpful. Thank you.

**Laurie Knaack:** Is this a type of leave that we need to make sure we always have saved up to cover? Does it get paid out upon ending employment?

**Melissa Tacke:** No, so there's -- and that's something that I did double-check the new law. So when someone leaves employment, they are given any accrued vacation time that they have earned, but they are not paid out for any unused sick leave, and it says in the new law that there's no pay out of accrued sick leave requirement on the part of employers to provide that. So basically it's there for people to use it when they need to use it. And then if they move on and they have unused time, then that's -- it will never be used.

**Laurie Knaack:** Got it. Thank you.

**Shane Mitchum:** All right. So, is there a motion to accept the New York State sick leave requirement changes until the month of October, when it can be formally reviewed again?

**Jacki Griffin:** I motion.

**Shane Mitchum:** All right. Thanks, Jacki. Is there a second?

**Maria Marcucci:** Maria seconds.

**Shane Mitchum:** Thanks, Maria. Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** I'm also an aye, so that motion carries. Hopefully that explanation of the motion was good enough, Melissa. All right. Moving on to the President's Report. I don't have any report right now. Hopefully everybody's staying safe and healthy. Moving on to the Secretary's Report -- review of the minutes and transcript from last meeting. I'll give everybody a couple of seconds to look at that, if you haven't already. Is there a motion to adopt the minutes and transcript from last meeting?

**Jacki Griffin:** This is Jacki. I motion.

**Shane Mitchum:** All right. Is there a second?

**Maria Marcucci:** Maria seconds.

**Shane Mitchum:** All right. Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** I'm also an aye, so the motion carries. All right, next up we have Treasurer's Report.

**Nathan Hans:** Yup. We have the check detail for the month, as well as the current budget. Seems to be now we're in pretty good shape. Our extra available is sort of trending the same as usual, so nothing out of the ordinary there. Does anyone have any particular questions?

**Shane Mitchum:** All right, is there a motion to adopt this month's check detail?

**Jacki Griffin:** This is Jacki, I'll be consistent and motion.

**Shane Mitchum:** Thank you, Jacki.

**Maria Marcucci:** I'll second -- Maria.

**Shane Mitchum:** All right. Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** And Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** I'm also an aye. The motion carries. All right -- Director's Report.

**Melissa Tacke:** Okay. Hopefully you had a chance to look that over. I won't belabor all of it. But I did want to point out the Summer Reading Program statistics in comparison. We knew it was going to be a very different year. As you can see, we had far fewer people who registered. We were offering far fewer programs and attendance was much lower than than normal. And we did promote it, but we weren't as pushy as we might have normally been with families. We know that people were maybe overwhelmed with things, and just kind of trying to make it through the day-to-day and not wanting to have one more thing to track or pay attention to, or those sorts of things. So, we get it. We understood that. Even though it's not -- to go from a record-breaking year to a really low year, it's hard because we really are always excited every year for the summer to make it enriching and engaging for people. But I think -- one of the things I'm really happy about is that attendance number -- that includes views on our special storytimes and those kinds of things, but it also includes the number of Take & Make kits that get taken -- and the fact that even though everything was so low this year, that number is over 40% of what we did last year, in our highest year, which I think speaks to the fact that people are still participating with us and people are still wanting those things. We were hearing a lot of feedback from people individually that let us know how much they -- that it helped to have something to do to keep the kids busy, especially on a rainy day to be able to pull out one of the craft or science things. And how much they enjoyed having the videos with Joelle and having a familiar face. So it's certainly a different year, but I'm really proud of what we did. And I don't think we're alone in seeing these kinds of changes. And I'm just hoping that we'll be able to have a different kind of summer next year.

**Shane Mitchum:** Yeah, Melissa, I think that's more than anybody could have asked for, what you've been able to do through this. So I'm very pleased with those numbers. It's got to be difficult to keep the engagement and everything going, so I really think you're doing a great job with it.

**Nathan Hans:** Yeah, I agree. I think it would have been easy to just throw in the towel and been like, "due to COVID we can't do too much." But I think 81 is amazing, with the amount of -- people were staying home and they weren't sure what to do. I think it speaks volumes to the library's and the staff's engagement with the public. So I don't look at it as a negative, I think it's a positive.

**Maria Marcucci:** Very good, Melissa. You and your team.

**Melissa Tacke:** Thank you, everybody, for your kind words. I've been giving Joelle kudos through all this. She's been great and she has mastered the video format. Not something she ever thought that she would do, but, she's doing it, and she's doing a great job with it.

**Maria Marcucci:** Love her little -- when she does her story hour.

**Melissa Tacke:** Yeah.

**Laurie Knaack:** It's nice to see all the attendance on some of these virtual activities. That means maybe people who didn't have the enthusiasm to join Summer Reading this year are still getting something out of our programs on an individual basis, too.

**Melissa Tacke:** Absolutely.

**Laurie Knaack:** It's nice to see those counts.

**Melissa Tacke:** Yes. Absolutely. And we had quite a few families that were picking up the kits from us every week, but they didn't register and that's good. We're here for you in whatever way we can be here for you.

**Shane Mitchum:** Great.

**Maria Marcucci:** Oh, question for you. So the virtual storytime and with things like that when they're all virtual -- do you ever -- is that capturing the replays, are they capturing when she does it live?

**Melissa Tacke:** That's a good question. So I have a -- I track the different kinds of virtual programming that we're doing. So some things are live programs, I have to tell you that those have not been very successful this summer. I think so many people are just Zoomed out, like they don't want one more thing to go on, and I'm right there with them! I get it. So as you can see there's quite a few zeros there. And those are the things that are live, there might have been one or two things where we had attendance, maybe not in August. But with the pre-recorded stuff, it's based on the number of views on the video, so it might be -- if the same family is watching it two or three times, that would be three separate views because they're going to engage with that content. And then with some of the things that have a Take & Make kit -- if I saw that there were, 20 kits taken and 15 views on the video, we count it as 20. So we'd count it as whichever is higher, the number of kits taken or the views on it.

**Maria Marcucci:** Thank you.

**Melissa Tacke:** And when I put together the numbers for the total summer attendance -- when I look by month, I'm going by what it is on the night of August 31 and looking at it to see what it looked like for the entire month of August. But for the summer attendance numbers, I went back to the beginning of our summer programming and recounted everything through September 4th, because that was the end of our summer programming.

**Laurie Knaack:** Melissa, this is maybe more a question for Joelle, but have you thought of -- now that we have such a history of virtual content -- have you thought of making playlists to recap some of those old favorites, maybe with a new introduction or something?

**Melissa Tacke:** That's a good question. We have -- for the different kinds of recurring things that we have, we have YouTube playlists for those specific categories. So people can see -- if they want the storytimes, they can go to the storytime playlist, or if they want the Kids Cook, they can go to that. But we haven't really thought about that yet. That's something I can talk to Joelle about.

**Laurie Knaack:** Sometimes even a quick summary video saying what the four videos in the list are, or something like that, with that familiar face explaining to you what's coming is a way to reuse that content and make it fresh again for folks who haven't seen it yet. All of Joelle's work is amazing with those things, so I definitely want it to get publicized.

**Melissa Tacke:** Thank you. I'll pass that along.

**Shane Mitchum:** All right. I'll keep it moving here, going to the Friends Report.

**Melissa Tacke:** I haven't heard anything. I know that there's still that continuing -- if you want to take your cans to that 6Center Redemption place in Rensselaer and say you want to give it to the Friends of the Castleton Public Library, that's an ongoing fundraiser. So that's always going, but other than that, I haven't heard anything about what they're doing.

**Shane Mitchum:** Okay. All right, we'll move into the committee reports. First is Finance Committee. We did meet. I saw the budget file you sent over, Melissa. So essentially we're working on next year's budget, as well as a contingency just in case we get our funding cut. So we have an idea where we would potentially adjust that. Melissa, how did the -- I unfortunately wasn't able to make it, but how did the Schodack Town Board meeting go?

**Melissa Tacke:** I think it went well. Again, it's really hard to read them, and it was even harder because I couldn't see everybody. The camera points -- you can see two of the people on the board, and the Supervisor was not in attendance, which I did not realize until



after we had presented because they had forgotten to do roll call until after we did our presentation. So the Town Supervisor was not there. There were no questions. It was the same as previous years with people -- I could see people listening and nodding and they thanked us and that was that. But I can tell you that there was nothing that made me think anything negative.

**Shane Mitchum:** All right. Nathan, do you have anything you want to add on, did I miss anything?

**Nathan Hans:** No, I think that's good. I think we need to meet again, but I think --

**Shane Mitchum:** All right, great. Administrative Committee? No report there?

**Laurie Knaack:** No report.

**Shane Mitchum:** Okay, Operations and Capital Projects. We did meet, if I remember correctly, and with everything going on I think there's there's not a lot that we're looking to do at the moment. But correct me if I'm wrong.

**Melissa Tacke:** Yeah, I think the only thing is that we were going to use -- other than purchasing the stuff for the art hanging system -- we are going to give the remainder of our New York State construction project funds to the Village for upgrades to the radiator heat for the building. Yeah, so that was something that the committee approved.

**Shane Mitchum:** Yeah, so that way, hopefully get us a little bit of goodwill in there too. Good. All right. Policy Committee.

**Nathan Hans:** We do not have an update.

**Shane Mitchum:** All right. Going into the long range plan committees -- Sustainable Funding, we did not meet, so no report there. Library Space? I assume there's no report there either. Community Outreach and Visibility?

**Laurie Knaack:** We did meet for this one. And I am drawing a blank, Melissa, on everything we brainstormed. But we brainstormed some ideas for emphasizing what the library has been doing. And I'm going to take some photos of the new space coming up tomorrow so that Melissa will have those as well to use in promotional materials online. We investigated the possibility of adding Instagram, but it's not easily manageable from a desktop computer. So we're sticking with the library's Facebook page for now, and not adding an additional thing that Melissa or Joelle would have to manage. But we looked into other ways to promote the library.

**Mary Claire Aitken:** We also discussed a direct mail delivery again. And also, we had to discuss the town meeting that was held that Melissa participated in.

**Melissa Tacke:** Oh, yes. So what I will do is -- it looks like the way that they handle the public comment is by email. So what I might do is just have something -- instead of having a full page of information for a trustee to go and talk about, I think what I'll do is maybe just have a short paragraph that will be kind of pre-set and then Board members can take their turn being the person to submit that for public comment at their meetings. So they have two meetings in a month, one of which is open for public comment on any topic, and one that is only open for public comment on specific resolutions that are on their agenda. So I'll do what we had done in the past. I'll put together a list of what the theme of that statement is and then everybody can sign up for when they would like to be the one to send that canned little paragraph that I'll have put together. I'll be sending that out soon, within the next week or so.

**Shane Mitchum:** Okay, great. All right, moving on. Does anyone have any announcements? No. No public comment. Executive Session -- Nathan, we wanted to go into an Executive Session tonight, correct?

**Nathan Hans:** Yeah, but I have a non-public announcement first, so if we can adjourn do a non-public announcement, then re-adjourn for Executive Session.

**Shane Mitchum:** Okay, do so we have to do a motion to adjourn right now and then --

**Nathan Hans:** Just like normal. Yeah.

**Shane Mitchum:** Is there a motion to adjourn?

**Jacki Griffin:** This is Jacki, I motion.

**Shane Mitchum:** All right. Is there a second?

**Maria Marcucci:** Maria seconds.

**Shane Mitchum:** All right, Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** I am also an aye.

**Melissa Tacke:** What I'll do is -- Shane, if and when you want me to rejoin the meeting, just send me an email and I'll rejoin.

**Nathan Hans:** Melissa, you can hang on.

**Shane Mitchum:** Let me stop the recording. Give me a second.

*[Board of Trustees and Director are present for a non-public announcement]*

**Shane Mitchum:** All right, we are going to call the meeting to order at 7:49 here. And we are going to now go into Executive Session.

**Melissa Tacke:** Okay. Shane, if and when you want me to come back to the meeting, just send me an email.

**Shane Mitchum:** Okay, will do.

*[Board of Trustees holds Executive Session]*

**Shane Mitchum:** All right, we are out of Executive Session. Is there a motion to adjourn?

**Jacki Griffin:** This is Jacki. I motion.

**Shane Mitchum:** All right. Is there a second?

**Maria Marcucci:** Maria seconds.

**Shane Mitchum:** All right, Laurie?

**Laurie Knaack:** Aye.

**Shane Mitchum:** Mary Claire?

**Mary Claire Aitken:** Aye.

**Shane Mitchum:** Nathan?

**Nathan Hans:** Aye.

**Shane Mitchum:** I'm also an aye. So the meeting is adjourned at 8:15. Thanks, everybody. Have a good night.

*[Attendees say thanks and goodbyes]*