

The Community Library  
Board of Trustees Meeting  
June 11, 2020

Call to Order:

As a quorum was present, President Ken Hotopp called the meeting to order at 1:00 p.m. Since the trustees were following the mandate of self-quarantine due to Covid 19, the meeting was held remotely via Zoom. Present: Ruth Ashworth, Fred Barnes, Harriet Berard, Virginia Downs, Ken Hotopp, Dee Neary, Janet Sand, Julia Walter, Kim Zimmer. Excused: John Scott.

Guests:

Ms. Janice Clark, who has submitted a petition to become a board member, was present as a guest. Ms. Linda Babbage, who has assumed the Library I position, introduced herself and described some of the responsibilities she has undertaken.

Minutes:

Ms. Carpenter made a motion, seconded by Mrs. Neary, and was unanimously approved to accept the May 2020 minutes.

Director's Report:

Ms. Zimmer announced that there will be a trustee training webinar June 17 at 6:00 p.m. Although Ms Zimmer had hoped that all the Schoharie County libraries would work together regarding reopening the libraries, this initial plan is not feasible. Ms. Zimmer and our reopening committee are developing plans for a gradual reopening that follow official guidelines and are appropriate for our library and for the safety of our patrons and our staff. As Ms. Zimmer is looking toward reopening, she has scheduled meetings to ensure thorough cleaning and safety. Ms. Babbage has assumed responsibility for the children's programs.

Treasurer's Report:

Ms. Carpenter reviewed the expenses and income for January-May 2020. Ms. Carpenter indicated that she had reviewed the current bills (due to the coronavirus the entire board was unable to do so). Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to pay the bills.

Committee Reports:

Finance:

Ms. Carpenter made a motion, seconded by Mrs. Berard, and was unanimously approved to become a member of the Chamber of Commerce for \$149.

Facility:

Ms. Zimmer explained that she has ordered shields, masks, and gloves in preparation for reopening.

Eastern Energy will be submitting a proposal to replace the library's fluorescent lights to LEDs.

Personnel:

Ms. Babbage has chosen a health plan. The Library's responsibility will be \$182.79 monthly which is one-third the premium.

Mr. Barnes made a motion, seconded by Ms. Walter, and was unanimously approved to change Ms. Zimmer's status from provisional to permanent status.

Policy:

Mrs. Sand announced that she is expecting to update some of the library's policies due to Covid 19.

Board Development:

Mrs. Neary announced that the committee will meet Tuesday, June 16, 11:00 a.m. to develop a slate of officers.

Building:

Ms. Zimmer explained that most of the construction will be completed by the end of the month. However, some cosmetic issues will not be done until early July.

Ms. Zimmer has been in discussion with Paul Mays about some small projects. One suggestion has been a new sign, but this would have to meet the requirements of the Historical District Review Board.

Local landscapers will be contacted seeking plans and bids for new grass and plants.

Reopening:

The committee has met and worked with Ms. Zimmer to create safety and reopening guidelines. Mrs. Neary has volunteered to be the safety officer during the reopening stages.

At Ms. Zimmer's suggestion the trustees reviewed the following resolution:

*"Whereas the Library may only precede with operations with a written safety plan; Whereas the written safety plan under consideration by the Board has been informed by the latest requirements by the CDC, OSHA, and NYSDOH; Whereas the Board resolves the safety plan will be updated once every two weeks by a special committee consisting of Janet Sand, Dee Neary, Julia Walter, Ruth Ashworth, Rebecca Young, Kim Zimmer;*  
*Be it resolved that the Board here by adopts the safety plan CALLED The Community Library Reopening Safety Plan Committee version 1 DATE and shall be revised as needed no less than every two weeks by the Reopening Safety Plan Committee and the Reopening Plan Committee will advise the Board on the ability of the Library to move to the next stage."*

After discussion, Mr. Barnes made a motion, seconded by Mrs. Walter, and was unanimously approved to accept this resolution.

New Business:

Ms. Zimmer has completed the Annual Report. Mr. Barnes made a motion, seconded by Mrs. Berard, and was unanimously approved to accept this report.

Ms. Walter suggested the novel *All American Boys* be considered for a community discussion.

Important Dates:

6/13 Friends meeting (inform Ms. Zimmer if you wish to attend)

6/16 Budget/Trustee Election to be completed

7/9 Next regular Trustee meeting 1:00 p.m. via Zoom

Adjournment:

A motion was made by Mrs. Sand, seconded by Ms. Carpenter, and was unanimously approved to adjourn at 2:45 p.m.

Submitted by Virginia Downs