

Watkins Glen Library Board of Trustees

Minutes

March 11, 2020

The Watkins Gen Library Board of Trustees met at the library on March 11, 2020. Present were: Tracy Savard, Stacey Edwards, Judi Richards, Anthony Fraboni, Judith Phillips, Maggie Field.

Judi Richards was welcomed to the board!

The minutes from the February meeting were approved as read. Motion made to accept by Maggie, seconded by Tony. All were in favor.

Treasurer's reports were accepted for February. Motion made by Tony to accept, seconded by Stacey. All were in favor.

A motion was made to bring the presented fiscal year 2020-2021 budget forward for presentation to the school board in April and public voting May 13, 2020. Stacey made the motion, seconded by Maggie. All were in favor.

Tracy will update flyer and make copies of the proposed budget to hand out at the April 13 school board budget presentation.

Due to Covid 19 staff have been wiping down books and frequently touched surfaces. We think attendance was lower than normal at Books Sandwiched In as people social distance. Hand washing signs have been hung up.

Discussion about programming and grants. Tracy asked about whether story hour could be held somewhere other than the library—she will check with insurance carrier and Brian Hildreth. Tracy is planning to take books to the senior communities so patrons can check out materials without coming in. Judy commented that the large print books are usually saved after the book sale for Jefferson Villae and other senior living communities.

Periodical update: All children's periodicals and 4 adults ones are going to be cancelled due to low interest.

Community Outreach: Tracy gave a short presentation at Silver Spoons Café, Office of the Aging program for caregivers is in April.

Census Day is April 1. In order to promote the Census the library will be open 11-9pm (with Tracy staying 5-7pm). Tracy is involved in the Complete Count Committee. Computer 1 will be dedicated for the census. Staff and volunteers have been offered census training. There have been census job information sessions at the library.

March 19, 2020 Harpist program at the library.

Wednesday, April 8 K-4 Rockwell Museum spring break program.

Stacey motioned to adjourn, Maggie seconded, all in favor. Meeting adjourned at 4:58pm.

Next meeting is scheduled for April 8, 2020 at 4:15pm.

Minutes submitted by Stacey Edwards, Secretary.

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Emergency Meeting March 18, 2020

The Watkins Gen Library Board of Trustees met at Community Bank in Watkins Glen on March 18, 2020. Maggie and Stacey joined via zoom. Judi called in. Present were: Tracy Savard, Stacey Edwards, Judi Richards, Anthony Fraboni, Judith Phillips, Maggie Field.

Budget hearing on April 29 is planned to proceed as advertised, even if Judy just sits in the parking lot of the library.

Judy made a motion to “Authorize two (2) weeks of sick time for all staff for fiscal year 2019-2020 (prorated for part time employees)”, Maggie seconded. All were in favor.

Remote work for staff, including Tracy, is at Tracy’s discretion.

Tracy will get a press release out that reminds patrons that Wifi access is available in the parking lot and the access code is on the library door. When staff are in the library they will be answering phones. We will advertise digital services via facebook.

No non-staff personal are allowed in the library. The cleaners can come one more time. After that the key will be removed from the lockbox and only staff can enter the library. This includes FOWL—Tracy can forward mail, especially checks to FOWL. Any staff in the library shall maintain distance from each other.

The library book sale will be cancelled. Too much uncertainty and not enough time to organize. This needs to be communicated via email.

Next library meeting scheduled for April 8, 2020 will be conducted via zoom. An invitation will be sent out by S. Edwards.

If the school board meeting on April 13 gets cancelled Tracy will still email the flyer and proposed budget to the school board and library trustees.

Meeting adjourned approximately 4:45pm.