

**Webster Public Library
Board of Trustee Minutes
August 12, 2020**

In attendance: Tony Hubbard, Terri Bennett, Ashley Probst, Mary Carlin, Amy Curmley, Mary Alice Moore, Jen Mitchell, Eileen Brookins

Guest: Karen Stoddard, Friends of the Webster Library Liaison

Absent: John Cahnill Webster Town Board Liaison

Tony called the meeting to order at 7:02 pm.

Public Comment: Due to COVID 19 virus and NY State on Pause, the Board of Trustees Meeting was held as a video conference. There were no public comments

Approval of the Minutes: After review, a motion and a second the Board unanimously approved the minutes of the July 8, 2020 meeting.

Agenda Review: After review no new items were added to the agenda.

Correspondence: No correspondences were shared.

Report from the Friends of the Webster Public Library: Karen reported that the Friends held a Pop Up Book Sale last Thursday in the library parking lot. The sale ran for 3 hours with volunteers and patrons observing the CDC recommendations for wearing masks and maintaining social distance. The sale was well received by patrons. The Friends will attempt to hold similar book sales on Thursdays, weather permitting until October. The Friends will hold a video conference membership meeting on August 19th. A link to the meeting has been sent to the membership. The Friends are looking for a participant for the library's Long Range Planning Committee.

Report from the Town Board Liaison: There was no report from the Town Board Liaison

Director's Report: There are many changes in the library. Most of the furniture is in storage. There are a few chairs that can be easily cleaned available if someone needs to sit for a few minutes. New materials have been moved to the bookshelves closer to the front door. Meeting and study rooms are not available at this time. The staff work in teams and follow CDC recommendations to minimize health risks to themselves and patrons. In addition, the staff that process returned materials wear protective gear as a precaution. The ventilation filters have been upgraded as recommended by the CDC. Computers are not available for patron use at this time. The staff continues to investigate procedures for doing so safely. Terri holds weekly

meetings to address library business as well as maintaining communications with the staff around their concerns and needs during this pandemic. The safety and wellbeing of the staff and public is the library's first priority. Curbside pickup remains very popular. In July there were 300 orders with 435 cars driving through the pickup area. Staff has been creative with curbside orders including crafts in family pickup orders. The library continues to receive emails thanking them for offering the curbside service. The budget process is continuing, Terri's presentation of her budget to the town occurred last week. The library has submitted a bill for damage caused by the roof leak to Property Management as requested by them. Terri will check with MCLS for updated information on the NY State matching fund grant for a new HVAC unit .

Approval of the Bills and Financial Report: The total bills for July were \$6,804.89 including August rent, CAM and taxes in the amount of \$0. The 4th of July holiday caused the August rent bill to fall in the second billing cycle with a pay date of August 7, 2020. The September bills will include August rent CAM and taxes. Upon review and a second the Board unanimously approved the payment of the bills for July in the amount of \$6,804.89. The fee revenue for July totaled \$1,878.62.

Proposed Fall Hours: The proposed hours for the library this Fall are as follows: Monday through Friday, 9am to 6pm beginning after Labor Day.

Work From Home Policy: Upon review, a motion, and a second the Work from Home Policy was unanimously approved by the Board.

Trustee Membership Discussion: The By-laws state that the Webster Public Library Board will consist of 5 to 11 members. Currently the board consists of 7 members. The board discussed the board composition and will continue the discussion.

Estate Gift: A discussion was held on the next steps in utilizing the estate gift the library received. The discussion will continue next meeting.

The meeting was adjourned at 8:15 pm.

The next meeting will be held September 9, 2020 at 7 pm.

Respectfully submitted,

Eileen Brookins
Secretary