



Katonah Village Library Board Meeting Agenda *Monday, April 27, 2020 7:30pm*

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM March 23, 2020
- III. DIRECTOR'S REPORT
 - a. Erate Contract Acceptance
- IV. FINANCE REPORT (Dwyer)
- V. BUILDING REPORT (Mamo)
- VI. RAFFLE

April Board Meeting Minutes

Regular Meeting (held virtually via ZOOM)

Call to order (Virginia Lanigan) at 7:32 p.m.

Present: Barbara Chintz, Amy Drucker, Mike Dwyer, Rhea Johnson, Virginia Lanigan, Susan Hayes (Popovic), Mary Herrnstadt, Craig Intinarelli, Anthony Mamo, Ian Shaw, Joe Tropiano, Jennifer Versacci, Vienna Wong

Absent: none

Approval of Minutes

Minutes from the Virtual March 2020 meeting were approved unanimously without exception.

Director's Report (Mary Kane) See below for report.

Technology Update: Mary is in receipt of three bids made by E-Rate eligible IT vendors. Her intention is to choose one vendor by this Wednesday (April 26), when (per E-Rate requirement) an IT contract must be signed. Mary requested from all bidding vendors the inclusion of a clause in contract that KVL can void the contract if KVL board does not approve it.

Action ITEM:

MOTION to approve the submission by E Rate Company on Wed April 29.
Motion was approved unanimously.

Finance Report (Mike Dwyer) There has been a furlough of staff, which decreases KVL's personnel costs by \$18,000 per month. Mike will contact Town to learn of any changes in the schedule of their funding disbursements to the three libraries.

Was suggested that Mary document the significant offerings of online/remote programming and reference/technology services that KVL has been offering throughout the shutdown. Will be valuable in informing the Town of KVL's services to the community despite restrictions and challenges.

Building and Grounds (Tony Mamo, Craig Intinarelli)

Though we considered placing condenser for new split AC system on the roof, doing so would require use of a crane. That would quite expensive. So new AC condenser has been installed in the rear of lower-level entry courtyard, where old one was located. Three tree stumps were removed from the courtyard.

George installed LED lightbulbs throughout the main floor.

Craig Intinarelli sent to Mary and Virginia a preliminary architectural plan for new single occupancy ADA restroom on main floor. The new restroom would replace the current single occupancy, non-ADA compliant restroom located at top of the stairs. Mary K. will contact Elise Burke at WLS to determine any changes in scheduling and potential funding for NYS construction grant, which KVL will be applying for to cover a portion of the costs for the installation of the new restroom. Craig offered to send the draft plan to any trustees who would like to take a look.

Spring 2020 Premium Raffle

Charles Dept store will partner with the KVL Board of Trustees to donate four Adirondack chairs as the raffle prize. Mary will draw winning ticket on Sat. May 30th (the night that Spring Into Summer fundraiser would have happened) via Zoom/Facebook Live. Charles Dept. Store will assemble the chairs and deliver the chairs to the (local) winner. Price of each raffle ticket will be \$40, with a cap of 150 tickets sold.

It was suggested that we give patrons a mechanism to donate additionally when they are on the raffle-purchase page.

It was suggested that we consider adding other entertainment "events" to the raffle night.

Some ideas included:

- * a remote stream of a mixologist, who could show people how to mix up a special drink.
- * patrons could order from a selected KVL menu that we had arranged with local restaurants.

The restaurants would deliver food and include a flyer about the great things KVL is doing.

Board Meeting adjourned at 8:42 pm.

The next Board Meeting is Tuesday, May 26, 2020

Please see Director's report attached below

Respectfully submitted,

Barbara Chintz, Secretary

Director's Report April 2020

Staff

It has been a difficult few weeks for the library. Because of the dire situation with COVID-19, and the resulting current needs of the Library as well as the level of work now available, the Library's Assistant Director will be furloughed as of May 1st. All circulation clerks have been furloughed, as well as the Library's Outreach Coordinator and Development Manager.

Virtual Programs and Digital Resources

The Library continues to offer a wide variety of weekly programs on Zoom, coordinated by Michael Robin, Claudia Uccellani, Heather Flourney and myself.

Patrons are continuing to utilize our digital services. Since the approval of RB Digital Streaming, Acorn TV has had 339 views. The staff is working on individually calling Katonah Library cardholders who do not have emails associated with their library cards, so that we can obtain an email, inform them of the library's digital services and sign them up for our weekly programming eblasts. There is a total of 389 patrons w/o emails in the Evergreen system.

Outreach to Community

The Library informed Bedford's Recreation and Parks Department that we would like to offer the service of delivering books to seniors in the community. They in turn informed seniors. So far, three participants have signed up. Patrons are continuing to call the library with questions about our digital resources and programming. (Patrons are automatically connected to a live librarian, Monday-Friday from 10-6.)

Maura Rosenthal and I served as a judges on Sunday, April 19th for the Greenlight Awards sponsored by Bedford2020. The Competition challenges students to come up with ideas for campaigns and inventions that cause behavior change to address the climate crisis.

WLS Meeting on Reopening

Westchester libraries met this week to discuss what reopening will look like. The consensus: This will happen in phases once the governor gives the ok. The phases were all conjecture, insomuch as the immediate future is unknown. However, ideas included a soft opening, where the library allows all checked out materials returned and eventual curbside pickup of material (or in KVL's case, potential pickup from the glass foyer where automatic doors are). Patron and

staff safety was discussed at length, which included mask wearing, gloves and disinfecting collection material. There was also agreement that virtual programming would play a significant part in the near future, rather than physical gatherings.