



Katonah Village Library Board Meeting Agenda Monday, June 22, 2020 7:30pm

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM May 26, 2020
- III. DIRECTOR'S REPORT
 - a. Discussion and approval of opening library to patrons
 - b. In-person programming with precautions and wavier
- IV. FINANCE REPORT (Dwyer)
- V. NOMINATING COMMITTEE (Intinarelli)
- VI. BUILDING AND GROUNDS (Mamo)
- VII. EXECUTIVE SESSION

Board Meeting Minutes

Regular Meeting (held virtually via ZOOM)

Call to order (Virginia Lanigan) at 7:30 p.m.

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

Absent: Vienna Wong

Approval of Minutes

Minutes from the April 24, 2020 meeting were approved without exception.

Director's Report (Mary Kane) See attachment.

Finance Report (Mike Dwyer)

We are following the evolving discussions at Small Business Administration about PPP loans, and the types of non-salary expenses that PPP dollars can be used for.

Mike contacted Town of Bedford to ask about library funding for 2021. Supervisor Burdick responded that, given evolving situation related to COVID, the 2021 funding levels still uncertain.

Nominating Committee (Craig Intinarelli)

We received an application from a prospective board member. The Nominating Committee will be reaching out to her to set up an interview.

Building and Grounds (Anthony Mamo)

The Library has been experiencing AC problems again, with the system malfunctioning during several days in June. Mary has been in communication with the owner of KVL's HVAC company. When KVL was considering replacing the entire HVAC system, given the large repair expenses in 2019, the HVAC company recommended instead upgrading existing system since they felt operating costs in 2020 would not be excessive unless a major component failed (i.e. compressor).

Glenn Ticehurst, a local landscape architect, did a pro bono landscape plan for the area at end of courtyard adjacent to the Children's Room entrance. Mary K. should aim to finalize the planting plan, and get bids from landscape contractors, by our next board meeting (July 27) so she can seek Board approval of the funds and, if approved, move forward in having the work done during summer. (Note: Board does not meet in August.)

Mary wants to apply for a New York State construction grant to build a new ADA-compliant restroom on the main floor, plus, if allowable, new toilets and sink fixtures in the existing ground-floor restrooms. Mary noted that the application period has opened, and that the funds allocated for those grants is less than last year. Board member Craig Intinarelli has prepared architectural plans for the new main-floor restroom, and plans to further propose specs for fixtures and building materials. We will need to have detailed specifications for the grant; Mary will keep in touch with the B&G Committee to ensure we meet submission dates for various documents required in the grant application.

Executive Session.

It was agreed to move the Board into Executive Session at 8:35 pm, during which a motion for approval of a personnel matter was made, and seconded. The vote was passed, with 11 of the trustees approving, and one abstaining. It was agreed to end the Executive Session at 8:58, and return to Regular Meeting.

*****Board Meeting was adjourned at 8:59 pm.**

The next Board Meeting is Monday, July 27, 2020

Please see Director's report attached below

Respectfully submitted,
Barbara Chintz, Secretary



KATONAH VILLAGE LIBRARY

We are Community . . .

Director's Report June 2020

Reopening

The library's bookdrop opened on June 1 and on June 8, KVL initiated return deliveries of all outstanding material between Westchester libraries. This resulted in a deluge of material, all of which needed to be quarantined for 72 hours. The Periodical Room in the library has become the quarantine room, and for over a week, there was a good deal of catchup, and shelving.

On June 15, KVL started contact-free pickup, which has proven to be popular. Patrons have been calling or emailing regularly for items. Everyone has expressed appreciation for the service.

Staff and Safety

Staff wear masks and maintain a 6' distance from one another. Currently, staffing is setup so that

there are only 3-4 staff members in the library at a time, allowing for ample space, individualized workstations/restroom usage. Team A and Team B consist of three staff members each. (The two teams are strategically scheduled for separate days in case a team member gets sick—in which case, the second team could step in.) The Library’s Reopening Plan can be found on the website, detailing all safety precautions.

Plexiglass has been installed around the main circulation desk. See image below. Additionally, two plexiglass shields have been ordered for reference desks as well as a face shield.

Programming

KVL continues its dynamic virtual programming schedule: Board member Barbara Chintz is currently coordinating her second Memoir Writing Workshop. With both workshops, Barbara raised \$650 for the Katonah Library! Additional adult programming include CrossTalk 2.0, a series of half-hour weekly Zoom webinars featuring area experts (spearheaded by Allison Chernow), Foraging with Flournoy (interactive weekly foraging class with our own Heather Flournoy), Mystery and Suspense Writers Group, Chair Yoga, and Introduction to Meditation. The Children’s Room is preparing for the big Summer Reading kickoff, which initiates with ScienceTellers, a science and story program. The Children’s Librarian has been working creatively (first time summer reading has ever been “online”) to offer great reading incentives and a variety of engaging activities. Other children’s programs include Mother Goose, Craft hour and Storytime. Young Adult programming keeps the pre-teens/teens busy with YA Karaoke, Open Mic, Doodlers, Improv, Sportswriters Bootcamp, Creative Writing, Magic the Gathering.

Paycheck Protection Program

The library officially received the Paycheck Protection Program loan through Chase. Rules and regulations regarding how the loan can be spent (and forgiven) are not completely clear and change rapidly. Currently there is a 60% requirement as to amounts spend on payroll costs. If a PPP borrower cannot spend 60% or more of the loan proceeds during the 24-week testing period on payroll, state and local payroll taxes, group health insurance and retirement plan contributions, then there will be PPP loan forgiveness based upon whatever is spent on the above “payroll costs”. There are some permissible expenses that can go towards utilities.

Library’s Main Air Conditioning

The Library’s main AC was experiencing issues again. The system stopped working four times

in a month's time, with technicians needing to make a service call each time. As I was personally assured by our HVAC company that the AC system costs this season would not be excessive unless a major component broke, I emailed the owner with all the issues that were transpiring. He informed me that he remains confident in the machinery and that the company would be sensitive to invoicing until that are clear on the solution. Since my email to the owner, the AC has been working.

Meetings Attended

Development Committee

VisionLabs: Talking Book & Braille Library Services...and more!

Legal Considerations for Re-Opening New York Nonprofits to Employees and the Public

Northern Westchester Libraries check-in

Public Library Director's Assoc.

