



## **Katonah Village Library Board Meeting Agenda** ***Monday, March 23, 7:30pm***

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM February 24, 2020
- III. DIRECTOR'S REPORT
- IV. FINANCE REPORT (Dwyer)
- V. ACTION ITEMS
  - a. Cancellation of Spring into Summer Fundraiser
  - b. Purchase of RG Digital Unlimited Video
- VI. DEVELOPMENT (Wong)

### **Board Meeting Minutes**

#### **Regular Meeting (held virtually via MS-Teams platform)**

**Call to order** (Virginia Lanigan) at 7:35 p.m.

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

**Absent:** Craig Intinarelli

#### **Approval of Minutes**

Minutes from the Feb. meeting were approved without exception.

**Director's Report** (Mary Kane) Attached below.

#### **Action ITEM:**

MOTION to approve \$1750 for one year subscription to RB Digital streaming package (which

includes Acorn TV, IndieFlix, The Great Courses Library, Method Test Prep, Pongalo and Quello Concerts).

Motion Approved unanimously.

**Action ITEM:**

MOTION to approve \$500 for one year subscription to Overdrive Advantage E book Services. Motion Approved unanimously. This will allow the library to purchase ebooks for exclusive checkout by Katonah Library cardholders.

**Finance Report** (Mike Dwyer)

Per Virginia, we will cancel the *Spring Into Summer* fundraising event (scheduled for May 30). At this point, we should also assume we will not hold the *Harvest Table* fundraiser (usually held first weekend in November.)

Mike presented a projected budget based on current and potential impact on expenses and income due to coronavirus. Many unknowns, since cannot be sure how long KVL shutdown will last, the continuation of restrictions on large gatherings, etc. Mike stripped out income from both the spring and fall fundraising parties, as well as the Book Sale. Assumed for purposes of the “what-if” projection that only fundraising tactic would be the 4<sup>th</sup> quarter Annual Appeal campaign. Also projected the loss of other income streams, such as desk collections and room rentals. Based on these rough, high-level projections, KVL would finish the year with a \$130K deficit.

In terms of managing near-term expenses amidst income losses, it was suggested that KVL ask WLS for dues deferment because of the Covid shut-down.

**Development Committee (Vienna Wong)**

Vienna’s group met to review achievements made last year and to work on current and future Strategic Committee Goals to support funding plan. Her group looked at key takeaways from last year’s Annual Appeal. Worked on some fundraising tactics for this time of quarantine, and about benefits of converting annual donors to become monthly “sustaining” donors. Vienna will send an email with various ideas and what volunteers can do.

**Board Meeting adjourned at 8: 27 pm.**

**The next Board Meeting is Monday, April 27, 2020**

Respectfully submitted,  
Barbara Chintz, Secretary



# KATONAH VILLAGE LIBRARY

*We are Community . . .*

*March, 2020*

As a Library Director, I never thought that I would need a “Pandemic Policy”. With the spread of coronavirus, the week of March 8<sup>th</sup> became a hectic study in how to close a library during an outbreak, as we raced to safeguard the health of patrons/staff and secure the library itself. Earlier in the week, the Library cancelled all programs but by Thursday March 12<sup>th</sup>, with word that the Katonah Lewisboro Schools were closing, and concerns growing, the decision was made to completely close the Library starting March 13<sup>th</sup>. I appreciated the swift action and support of the Katonah Library Executive Committee, in acting preemptively in the closing of the library. We were one of the first libraries in Westchester to close, and as we are seeing now, this could have literally saved lives.

## **Preparation**

In closing the library, we needed to swaddle up our book drop with a tarp and duct tape, as the drop does not lock. We also put a note on the book drop letting patrons know that they should keep their checked-out material until the library reopens, and to not worry about fines. Postal mail, FedEx and UPS had to be diverted, and ADP checks were sent to my home. The front desk phone message was changed. Up until recently, the full timers and I opted to go into the library for a few hours on our own and continued to take calls or order books. But this has since ended according to state mandate.

## **Cleaning**

Prior to Governor Cuomo’s safety mandates, we hired someone to help George clean and disinfect the library, which they did from top to bottom.

## **Outreach to Community**

Early last week, the three full time supervisors and myself were able to work remotely as WLS allowed for the transfer of our VDI. This included complete access to the catalog system. WLS

put automatic renewals on materials, which helped tremendously. We promoted the library's online resources via an eblast and Facebook and received an overwhelming response. Initially, people were contacting us to renew their cards (so they could use Overdrive/Kanopy streaming service). WLS has since been proactive in renewing cards from their end. We also heard from people applying for a library cards for the first time, patrons with information needs, tech problems and people simply wanting to chat. Initially, we checked our voice mail library's email every day. However, starting tomorrow, Monday March 23, **patrons will be able to call the library's number and automatically be connected to a live librarian, Monday-Friday from 10-6.** This was made possible through our new phone system (Simplifone) an uploaded app on each of our phones (ReachUC) and a training session via Zoom with Michael Schechter and Heather Flournoy. Four of us (Virginia, Michael, Claudia and myself) will take turns covering the phones on a daily basis. Additionally, Heather Flournoy, the library's tech support, will be assisting with tech calls.

### **Programming**

Michael Robin continues to do online projects with his YA group. Claudia Uccellani continues to do her book groups online.

### **Development**

As the library will suffer from a revenue shortage due to loss of rentals, material fines, tutor fees, the cancellation of the Spring into Summer Fundraiser and potentially the Book Sale, our development manager, Ellen, has recommended that the library initiate fundraising in subtle ways. As we are about to introduce a new streaming service through RG Digital, we will include a blurb about our projected losses, encouraging giving.

### **Staff**

I've kept in constant contact with the full-time supervisors via text and Google Hangouts and in frequent contact with the support staff. On Friday, March 20<sup>th</sup>, we had our first staff meeting via Google Hangouts. I asked everyone to *Wear a Hat or Bring a Cat* to add some much-needed levity. I also asked each staff member to say a few words about how they are doing/feeling. Again, another first. I never thought I'd be looking/listening to my entire staff via a computer, and hearing varying degrees of sadness, fear, loneliness and hope. Everyone looked exhausted

and it made my heart hurt. The staff has been extremely helpful in coming up with ideas and submitting photos to me for social media. Additionally, they also wanted me to express gratitude and thanks to the board as they still have jobs and are receiving paychecks, as several staff members have family members who have lost jobs.

### **E-Rate**

The closing of the library occurred as I was interviewing tech companies for our own network. I was still able to meet with one company after the library closed, but there were cancellations. Other companies have applied online. The next step of the E-Rate application has been extended to April 25. I would not be surprised if this gets extended again.