



Katonah Village Library Board Meeting Agenda *Tuesday, May 26, 7:30pm*

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM April 27, 2020
- III. DIRECTOR'S REPORT
 - a. Erate update
- IV. FINANCE REPORT (Dwyer)
- V. ACTION ITEMS
 - a. Library reopening
 - b. Plexiglass installation

Board Meeting Minutes
Regular Meeting (held virtually via ZOOM)

Call to order (Virginia Lanigan) at 7:39 p.m.

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

Absent: Craig Intinarelli

Approval of Minutes

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

Director's Report (Mary Kane; full report below)

Action ITEM:

MOTION to approve Stage 1 and Stage 2 re-open of KVL:

- Stage 1 - On June 1 the book drop will open and patrons may return all outstanding

material. Katonah-owned material returned to other Westchester libraries, and materials owned by other WLS libraries returned to KVL, will be returned to owning libraries by WLS delivery.

- Stage 2 - On June 15 KVL will begin “contact-free pickup” services, whereby patrons can call or email KVL to reserve KVL-owned materials, and those materials will be gathered and left for them in the library’s foyer for pickup.

Motion Approved unanimously.

Action ITEM:

MOTION to approve the purchase and installation of plexiglass at main circ desk and other strategic locations in the Library.

Motion Approved unanimously.

Finance Report (Mike Dwyer, Co-Treasurer)

Decreased expenses resulting from furloughed staff is decreasing the operating deficit. Staff will be brought back dependent upon the evolving needs of the library. Since we are cancelling KVL’s two 4th quarter fundraising events due to COVID-19 pandemic – i.e., the Book Sale and the Harvest Table cocktail party/auction – the KVL 2020 Annual Appeal campaign will be critical in closing the remaining deficit, and in getting KVL on firmer financial footing as it enters 2021fiscal year.

***Board Meeting adjourned at 8:28 pm.

The next Board Meeting is Monday, June 22, 2020, to be held remotely via KVL’s Zoom account.

Respectfully submitted,

Barbara Chintz, Secretary

Director’s Report May 2020

Reopening

There has been a good deal of confusion over when libraries can reopen, with conflicting guidance from the state. NY Libraries were initially considered Phase 4, under Education. However, due to the New York Library Association’s advocacy, with a focus on libraries being essential, NYS Forward Business cited that government owned libraries can open NOW with restrictions. To make this more confusing, association libraries (such as KVL) were completely excluded from the re-opening verbiage. The town of Bedford’s attorney encouraged association libraries to write to Empire State Development to advise them that there is no difference in the services offered by an association library versus a government library, and that assoc. libraries should be allowed to operate in the same manner as a government library. While several

directors from association libraries did email, we have not heard back, and the language on the website continues to reflect government libraries only.

Preparation

We now have the necessary Personal Protective Equipment to open the library as well as a Dept of Health Plan and timeline. (See Staged Re-Opening Plan.)

Staffing

While I would like to bring back all furloughed staff, the needs of the library have evolved. Aside from the loss of three major fundraisers, the library also needs to be prepared for additional funding constraints in 2021. Covid-19 has directly impacted the services and staffing needs of the library. Upon reopening, there will be less contact with the public and between staffers, a high dependency on digital resources (ebooks/movie streaming) and virtual programming. Our staffing needs will reflect this change, with a stress on versatility in tech and the ability to operate various virtual interactions. Staff will also need to be flexible, with a willingness and ability to respond to changing circumstances. As we will not initially be opening the library to the public, and because our hours will be abridged, staff will be kept at a minimum. Once the library opens its doors to patrons, only ten patrons will be allowed in at a time. During this period, we will still not need the same level of staff we once had. By design, the library is not going to be the bustling space it once was for awhile. Because of this, so much is unknown going forward insofar as staffing, programs and rentals. In deciding what staff is needed, each stage of the library's reopening will be considered.

Economic Disaster Loan and Paycheck Protection Program Loan

The Disaster loan of \$10,000 was received quickly. However, I have had a very difficult time in applying for the PPP Loan through the library bank, Chase. (And I have since heard that many other customers have struggled with Chase as their PPP lender.) While other libraries received help with their loans from local banks, Chase was unable to offer any personalized aid. After getting rejected due to a paperwork error, the bank told me to try another lender as they were no longer able to take applications. Our Chase rep encouraged me to try Lendio.com instead, which I subsequently spend a good deal of time applying to. After several days, Chase contacted me again, and said they could take KVL's application manually. One week later, I am continuing to struggle with submitting the application, as each time I submit, something changes in the application requirements, and I have been told to start over three times. As of Saturday, May 23, the KVL application has been submitted a fourth time.