



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

- I. CALL TO ORDER (Lanigan)
- II. APPROVAL OF MINUTES FROM July 22, 2020
- III. FINANCE REPORT (LANIGAN)
- IV. DIRECTOR'S REPORT (Attached below)
- V. ACTION ITEM: APPROVAL OF NEW YORK STATE ANNUAL REPORT
- VI. DEVELOPMENT COMMITTEE (Wong)
- VII. BUILDING AND GROUNDS (Mamo)



KATONAH VILLAGE LIBRARY

We are Community . . .

Director's Report July 2020

Summer Reading Program

179 kids enrolled in the summer reading program, ranging in ages from 3 – 11! *Claudia Uccellani* and her crew of *two part-timers* have done an amazing job at engaging and inspiring kids during this difficult time. The program is in week 4 of 6. During this time, KVL hosted Sciencetellers (professional science program) as a Kick-Off, **distributed 280 Take and Make DIY Craft Bags** (about 70/week), and offered 4 Mother Goose programs, 4 Summer Story Times, 8 Craft programs, 1 special dragon/unicorn program, and 2 book discussion groups. There were also raffle prizes (gits certificates from G Willikers, Little' Joe's, Pizza Station and King Kone.

StoryWalk

Claudia coordinated a StoryWalk in Katonah. (Storywalks were created in 2007 in Vermont to combine literacy, exercise, nature and family bonding, and since then have taken off across the country (<https://www.kellogghubbard.org/storywalk>). A picture book is deconstructed and then pages are posted along a path that families stroll. Claudia chose *The Rooster who Would Not Be Quiet!* and put the pages in over twenty participating local business windows. Kids/parents were given a map identifying the over twenty Katonah vendors who took part. (Families loved it, enjoyed the fresh air, and supported Katonah businesses to boot.)

Young Adult Programs

Michael Robin has been keeping the YA group hopping. The weeklong Theater Camp on Zoom was a big hit. Run by local college students, studying performing arts at Cornell University and University of Vermont, participants learned improv, scene work, and movement for acting and song. Participants paid \$60 each and all proceeds went to the college students. Classes still running on Zoom include Dungeons and Dragons, Doodlers and Creative Writing (YA). Michael also coordinates Open Mic and Mystery & Suspense Writers Workshop (ages: mixed

and adult). Upcoming YA programs include another Theater Camp, Debate Camp and Fright Club. Live programs (outside and with signed waiver) include 3Doodlers (2 x week) and Open Mice (1st Sat. of the month). Live programs have been met with expressions of appreciation from the participants' parents.

Note on Virtual Programs

We have been hearing a good deal about Zoom fatigue, specifically from parents and kids. It may be partly seasonal-- hard to compete with the warm weather and long days. Or it could be attributed to the realization that school may be virtual come September. However, the success of Theater Camp suggests that there's still an appetite for the right programs scheduled at the right hours.

More Zoom

Heather Flourney offered *Facebook 101* and *Instagram 101*, and every Friday guides participants on a virtual nature walk with *Foraging with Flourney*. Heather continues to offer virtual computer help to patrons and aids the staff in tech issues.

Browsing by Appointment

On July 20th, KVL initiated by-appointment browsing, where five patrons at a time can come into the library. Reservations start at 10:30 and end at 4:30. Patrons can browse the adult/children's collection (or use a computer) for 30 minutes. In total, 60 patrons (including children) utilized the service the first week.

Patrons were appreciative to be in the physical library. It was particularly gratifying to see excited kids, eager to look for new books. For the most part, most of our patrons adhered to the library rules. However, we did have an assortment of issues that came up: Patrons only covering their mouth with their masks, but not their noses; patrons walking *around* the plexiglass in order to speak to staff; patrons removing masks to speak and a child who removed her mask and refused to put back on. Additionally, patrons working on the computers asked for help which caused the staff discomfort as this requires close proximity. I have asked staff to encourage patrons to resolve computer issues themselves and inform patrons that we cannot offer in-person tech help at this time.

The library has a very different atmosphere now, as the goal is access to materials and not interaction, so there are no sitting areas, chairs, tables or anything

encouraging congregation. Additionally, the plexiglass and sneeze barriers separate staff from patrons.

In preparation for browsing, we canceled all newspaper subscriptions except the Record Review, as newspapers cannot be checked out. Additionally, we removed all magazines from the collection and plan to cancel subscriptions in order to avoid magazines as a browsing option. (In a recent study driven by the [OCLC](#) and the [Institute of Museum and Library Services](#), the REALM (Reopening Archives, Libraries, and Museums) Project showed trace amounts of the SARS-CoV-d virus on glossy surfaces (magazines) after four days.

Contact-Free Pickup

Contact-free pickup is still the preferred method of obtaining material and once holds opened up between Westchester libraries, KVL was inundated with deliveries of bins—all chocked full of books/materials. At any given time, we have between 10-15 bins awaiting processing. (Monday-Friday, WLS delivers the inter library requests, and then the items have to be quarantined for 72 hours, which is why the bins seemingly multiply.) We also continue to get daily phone calls with book orders, library application questions and a large span of reference questions.

Tech Audit WLS

The first Tech Audit via WLS was given out to directors. The audit clearly demonstrates issues that will take years and money to remedy. After a meeting with both the audit team and WLS, the majority of the library directors continue to be dissatisfied with how Westchester Library System is responding to the audit. It would be in the best interest of KVL to continue towards its own network infrastructure and another technology team.



Katonah Village Library

Board Meeting Minutes

June 22, 2020

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 (Popovic) Hayes, Mary Hernstadt, Craig Intinarelli, Anthony Mamo, Ian Shaw, Joe Tropiano, Jennifer Versacci, Vienna Wong

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 strong from a liquidity standpoint. We are looking to the SBA about what type of work expenditures they will consider forgivable.

Also, E-rate analysis is coming into focus.

We asked town about town funding for 2021. No news yet, but town has indicated that times are uncertain.

Nominating Committee (Craig Intinarelli)

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

Building and Grounds (Anthony Mamo)

The Library had AC issues again, with the unit not working several days. Mary wrote to the

owner of HVAC service company, as the library was told that the AC system operating cost this season would not be excessive unless a major component failed (i.e. compressor).

Glen Lanigan, a landscape architect, did a landscape plan for planting the Children's outdoor area. We want to finalize the planting plan by next board meeting (July 27) so we can allocate the money and have work done during summer.

Mary noted that the portal has opened for NY state construction grants. The money available this year is less than last. Mary wants to apply for a grant for ADA compliant bathroom. We will need to have detailed specifications for the grant.. The scope of the grant could include an upgrade for the sinks in the downstairs, i.e. have touchless faucets.

Board went into Executive session started at 8:35 pm to 8:58

*****Board Meeting 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