Katonah Village Library
Board Meeting Minutes
May 24, 2021

Regular Meeting (held virtually via ZOOM program)

Call to order (Mike Dwyer) at 7:35 p.m.

Present: Mary Kane, Mike Dwyer, Rhea Johnson, Mary Herrnstadt, Ian Shaw, Joe Tropiano, Jennifer Versacci, Cassie Coccaro , Sue Hassett, Amy Drucker, Barb Chintz, Susan Popovic, Tony Mamo

Absent: Vienna Wong

Approval of Minutes
Minutes from the April, 2021 meeting were approved without exception.

Director's Report (Mary Kane) See attachment

Action Item:
Motion to approve Revised Employee Handbook. Main reason was to extend the hours of part-time employees greater than 28 hours. We also needed to revise the full-time hours to 35+. . Many other updates done by our lawyer. Other topics discussed.

Motion Approved unanimously.

Action Item:
Motion to approve Revised Tutoring Policy. Some libraries charge tutors for use of the library, some do not allow tutoring at all. Ridgefield, CT charges a fee. A distinction is that we are a non-profit organization that is also a library. We discussed sign-up in advance to reserve space for tutoring, a lottery, keeping tutoring free-of-charge, and creating space limits for each individual tutoring company. Final plan is to put a signup sheet on each table, limit the number of tables tutors may use in a specific area, and have staff monitor usage of each table. Per our policy, "The library is not required to accommodate any tutor".

Motion Approved unanimously.

Motion to approve amended Safety Plan: Continuing mask-wearing in the Library

Our plan is to request that unvaccinated patrons continue to wear masks as well as children ages 3-12 and anyone using the Children's Room. We will re-evaluate in the next 4-8 weeks.

Motion Approved unanimously.

Motion to approve funding for library's hardwiring partially funded by erate

Motion approved unanimously.

Committee Reports

Finance Report (Ian Shaw)

We received first installment of Town funding.

Building and Grounds (Ian Shaw)
N/A

Book Sales (Mary Herrnstadt)
N/A

Programming Committee (Barb Chintz)
N/A

Development Committee (Rhea Johnson)
We decided to go ahead with an education, awareness, and engagement campaign directed towards our patrons and the community with a clear message about what our needs are in terms of funding for the long-term. The goal is to communicate: We do not have enough funds to restore the library's full services, and this has been an ongoing issue for years and is not related to COVID.

We reviewed a campaign with multiple tactics, including: an announcement on the KVL website, with a link to a letter for signature that will be sent to the Town Board, and a thorough FAQ page. To share this broadly, we will implement best practices including email blasts, social media posts, website features, and sign-up sheets in the Library. We will add a target goal; i.e. 500 signatures. Mid-June is the projected launch date. We will provide advance notice of our campaign launch to the KVL Task Force members, explaining for their awareness that (a) KVL is

receiving ever increasing numbers of inquiries from patrons asking why KVL is not open on nights weekends (i.e. when is the library going to return to normal?) and (b) providing an informative landing page that provides accurate information about our historic funding issues seemed the most practical way to fulfill our duty to keep KVL's thousands of users adequately informed of the issues effecting their library as well as the budget decisions that will determine the breadth of services we can offer in the future. Collecting signature expressions of support for the restoration of KVL's sustainable funding seemed like a constructive way to keep our Town Board members email inboxes from otherwise being bombarded by cranky patron emails.

Another idea is for each board member to communicate the campaign message to up to 20 people personally.

***Board Meeting adjourned at 9:12 pm.

The next Board Meeting is Monday, June 28.
Please see Director's report attached below.

Respectfully submitted,
Jennifer Versacci, Secretary

KATONAH VILLAGE LIBRARY
We are Community . . .

Director's Report May, 2021

Moving towards "normal"
Per Governor Cuomo's reopening plan allowing establishments to open at full capacity, on Wednesday, May 19th, the library removed all requirements related to limiting capacity. Patrons no longer need to sign in upon entering the library and timed browsing sessions are no longer required. Patrons can now sit and read, as chairs have been returned to the library floor. (Tables have not been returned yet, as the tutoring policy needed revision.) Also, patron computers have not been set up, as we are not fully staffed, and this will require more staff to oversee/offer tech help.

Mask Wearing
Due to the CDC and NYS announcement regarding mask-wearing no longer being necessary in many establishments, more patrons are asking if a mask is needed while in the library. As KVL is a community gathering place used by many patrons, we will continue to require mask wearing by both the public and staff.

High School Interns
The Library currently has 3 John Jay High School interns volunteering for school credit. They have been a tremendous help: working to prepare for the upcoming book sale, helping with the stages of library re-opening, working with the

KVL Volunteer High School intern dressed up as "Tuck the Turtle" (cousin to Tina Turtle) greeting community kids.

Children's Room on craft projects, creating signage, and painting shelves.

Staff Development
Two staff members are currently attending the NYLA Library Skills Academy. This eight-week course will give a comprehensive overview of library services and trending topics.

Meetings Attended:
PLDA Finance Committee
Meeting with Jordan Simon, ProBono attorney
KVL Development Committee
Task Force Meeting with Town
PLDA Meeting
Two Webinars:
"How to Reduce Police Calls and Keep Everyone Safe in your Organization" (Via The Homeless Institute).

"The New Safety: Factoring the CDC's 5/13 Guidance and NY's Changing Mandates into the Mix at Your Library" (Via the Empire State Library Network).