

PATTERSON LIBRARY
BOARD OF TRUSTEES MINUTES
March 31, 2020 Via GoToMeeting

Trustees Present: Becky Cutrera George Disbrow Donald Ferraro Judy Ferraro
Carolyn Guigliano Marna Howarth Ruth McGoldrick ~~Karen Powers~~

Staff Present: Stephanie Harrison

Meeting called to order: By Don at 6:30 PM

Public Comment: None

Approval of previous minutes –

- Motion to accept the minutes of February 18, 2020 made by Becky, seconded by Ruth; all in favor, approved.

Director's Report Highlights: Stephanie -

- Before the library closed due to the pandemic, we had our new phone system installed and got our mobile hotspot ready to be checked out by patrons.
- Karen and I attended Advocacy Day on February 25 and we were able to meet with both Representative Kevin Byrne and Senator Peter Harckham. We felt that it was a worthwhile endeavor to make the trip and advocate for more library system funding.
- Tara Montini resigned as of March 6, and although her position is not being replaced, her hours are being absorbed by Sarah Cage and Sheila Paulsen. Amanda Booth has taken over supervising Sarah and Sheila.
- The library building closed to the public on March 16, but staff has been working hard to provide virtual programming and services. We have been meeting virtually to coordinate activities. Amanda and I have been working to come up with webinars and trainings staff can do at home. Staff will also be reaching out to our older patrons to see how they are doing and if there is anything they need help with regarding virtual library materials and services. George will reach out to Town Supervisor Rich Williams to see if he has any community resources he would like us to promote.

Treasurer's Report: Ruth -

- Bill List -
 - Motion to approve the List of Cash Disbursements and Expenses, for the end of February through March 31, made by Ruth, seconded by George; all in favor, approved.
- Treasurer's Report -
 - The monthly financials for January and February are slightly under budget, which is due in part to the timing of payroll. There were a couple of things that Stephanie highlighted, one of which was our internet charge, because our contract expired which resulted in a higher rate. Lillian renegotiated our rate to be lower going forward.

Secretary's Report: Judy - Nothing to report

Committee Reports:

Budget and Finance: Ruth- See Treasurer's Report

Bylaws and Policy: Becky -

- Met on March 2 to work on the Technology Plan, and we also ended up reviewing the Patron Code of Conduct in light of individual's coming into public libraries to perform a "first amendment audit" where they claim the right to videotape public employees at work. Both are on the agenda to be voted on tonight. Stephanie provided more detail on what is included in the Technology Plan-- defining where library technology currently stands, goals and objectives for technology growth and progress for both staff and patrons, and a wish list of technology. Stephanie also talked about the update to the Patron Code of Conduct, which now will include a sentence about not being able to photograph or videotape a patron without their permission.

Emergency Management: George - Activity to be discussed under New Business

Government Outreach: George--No report

Nominating: Judy - No report

Personnel: Judy - Activity to be discussed under New Business

Ad Hoc 414: Don - There are difficulties with pursuing the 414 this year including: getting signatures to put the resolution on the ballot and the state of the economy. Ruth, Stephanie and I will need to think about a contingency budget if we decide not to go for a 414.

Ad Hoc Expansion of Services: No report

New Business:

- **Approve Tara Montini's resignation**
 - Motion to accept Tara Montini's resignation as Information Services Manager effective March 6 made by Judy, seconded by Marna; all in favor, approved.
- **Approval of Amanda Booth salary increase**
 - Since Amanda is taking over much of the supervisory duties that Tara formerly had, it is only fair to give Amanda an increase of \$2,845 to represent this increased responsibility. This increase is retroactive to when Tara resigned on March 6. Motion to increase Amanda Booth's salary made by Judy, seconded by Becky; all in favor, approved.
- **Approve Technology Plan**
 - Motion to approve the Patterson Library Technology Plan 2020-2023 made by Becky, seconded by Carolyn; all in favor, approved.
- **Approve Bereavement Policy**
 - This policy came about because Eric Voyers had a death in his wife's family and we had no bereavement policy to give paid days off. This policy will be retroactive to January 1, 2020 so that Eric can have the time he took off back. Motion to approve the Bereavement Policy made by Becky, seconded by Marna; all in favor, approved.
- **Approve Change to Patron Code of Conduct**
 - Motion to approve the Bereavement Policy made by Becky, seconded by Ruth; all in favor, approved.
- **Approve Pandemic Plan**
 - George explained how the pandemic plan came to be written, with the input from the committee as well as Administrative Staff and Eric Voyers. The plan details how we deal with curtailed hours, when to close, how to keep administrative functions running, and

how staff is compensated. Changes to the draft that was sent out with the board documents includes adding the word “federal” under the section discussing when the library would close, adding the section “the Board of Trustees reserves the right to reevaluate the library’s fiscal ability to continue to pay full or partial compensation to all staff members” at the end of the first paragraph on Staffing and Compensation, and adding the entire second paragraph in that section (replacing the word “continue” with “maintain” in the first sentence of the second paragraph of the section on Staffing and Compensation). Ruth asked if we should add in a statement about board of trustee meetings, but the consensus was we did not need to add anything about that.

- Motion to approve the Pandemic Plan made by George, seconded by Ruth; all in favor, approved.
- Talking points will be edited for grammar, etc.
- Stephanie reminded everyone about the MHLS Trustee Briefing on April 1 at 3 pm, and to like and comment on things being posted on social media--this will increase our visibility and reach in the community.

Trustee Observations - Trustees commented on the meeting.

Motion to adjourn made by Don, seconded by George; meeting adjourned at 7:52 PM.

Next meeting: Tuesday, April 21, 2020 at 6:30 PM