

PATTERSON LIBRARY
BOARD OF TRUSTEES MINUTES

November 17, 2020

Trustees Present: Becky Cutrera George Disbrow Donald Ferraro Judy Ferraro ~~Carolyn Guigliano~~ Catherine Halkett Ruth McGoldrick Amanda Opromolla Karen Powers

Staff Present: Stephanie Harrison and Kay Balun

Meeting called to order: By Don at 6:31 PM

Public Comment: None

Nominating Committee: Judy reported that the Nominating Committee had interviewed a candidate for the Board of Trustees. The candidate, Catherine Halkett, was recommended by Youth Services Coordinator Jennifer Gay, and was interviewed on November 13. Cathy lives in Patterson, has used the library for years and would like to give back. Cathy is highly qualified and currently serves as the Director of Philanthropy for the Guidepost Foundation. Ruth said Cathy was energetic and interested in serving on the board, and Ruth was impressed that she had done research on the library before the interview. Don felt that adding new Board members will strengthen the Board. The committee recommended approval of her nomination.

Judy made the motion to accept Catherine as a member of the Board of Trustees for a 3 year term. Becky seconded. Don took a roll call vote and the motion was passed with 6 votes yes and one abstention. Karen abstained from voting because she had not seen the background information on Cathy.

Approval of previous minutes –

- Ruth made a motion to accept the minutes of October 20, 2020 with the correction of the spelling of her name. The motion was seconded by Amanda. Don took a roll call vote and the motion passed unanimously.

Welcome of New Board Member:

At this time, Catherine joined the meeting and was welcomed and congratulated by Don. The other members introduced themselves and Catherine spoke briefly about herself and her desire to be an active participant within the Board of Trustees. She said she is delighted to join the Board and hopes to add value.

Director's Report highlights: Stephanie –

Stephanie went into further detail regarding several items in the Director's Report:

- APA, the library's HVAC providers, found a freon leak in the ductless a/c unit in the IT room. It has been refilled with Freon twice and needs to be replaced. Their quote of

\$6,247 seemed high to Don, and Stephanie explained that she had also thought so but asked another HVAC professional that she had worked with and was assured that it was reasonable for the work that needed to be done. Becky asked if this would be considered a capital expenditure and Stephanie thought it could be absorbed into the operating budget. Ruth pointed out that it would be appropriate as a capital expenditure but if the library is currently under budget, it would be preferred to use the operating budget and maintain the capital fund.

- The PCSB Foundation provided grant funds to provide a credit card payment reader at the copy machine for use by patrons. They dropped off the check today.
- As of November 1, patrons may book the Study Room or Café for one or two hour blocks up to 4 hours per week. Tutors may use the space for one-on-one tutoring. Others may use it for solo study or work.
- Becky asked what happened to the PCs that were replaced. Stephanie replied that they are used for OPACs (the book search computers) and in the Family Center.
- The library will close at 5:00 pm on Wednesday, November 25 for Thanksgiving eve.
- There were no other questions regarding the Director's Report.

Treasurer's Report: Ruth

- Bill List – There were no questions and Ruth made a motion to approve the List of Cash Disbursements and Expenses for the month of October 2020; seconded by George; roll call vote with all in favor, approved.
- Stephanie noted that we are running on or under target expenses because of the closures (e.g., electric bill is lower).
- Treasurer's Report –
 - Motion to accept the Treasurer's Report made by Ruth; seconded by Becky; roll call vote with all in favor, approved.

Secretary's Report: Judy – Nothing to report

- Stephanie asked to read a letter from a 12 year old patron congratulating the staff on the services they provide

Committee Reports:

Budget and Finance: Ruth-

- Committee met on Oct 27 @ 2 pm
- Will be discussed under new business

Bylaws and Policy: Becky-

- Becky attended the virtual Bylaws and Policy webinar and learned that all policies must include a grievance procedure where appropriate.
 - Don asked if we could have a “standard” grievance form that could be used for all policies; make it simple and have one grievance form
 - Stephanie pointed out that we do have a patron complaint form on the website

Emergency Management: George-Nothing to report.

Government Outreach: George

- Amanda will join George and Karen on the Government Outreach Committee;
- George will reach out to Rich Williams to introduce Amanda

Nominating: Judy

- George’s term is up and he has agreed to a new 3 year term

Personnel: Judy

- The Personnel Committee met with the Bylaws and Policy Committee to discuss the New York Sick and Safe Leave policy

Ad Hoc 414: Don - Nothing to report.

Ad Hoc Expansion of Services: Nothing to report

Old Business:

Phased Reopening Plan Update: Stephanie

As of November 2, patrons can book the Study Room or Café for a total of 4 hours/week.

Patrons have been using the library but it has not been overcrowded.

Uncertain if the rising COVID situation in Putnam County will dictate changes to hours or limit capacity.

Payroll Protection Program Update: Stephanie

Nothing new to report. We cannot submit loan forgiveness application yet. Ruth noted that some banks are accepting the loan forgiveness applications but are discouraging them with the hope that they may not be needed at certain thresholds. Stephanie has everything documented for compliance and we hope we can avoid filling out too much paper.

Sexual Harassment Training for Board:

This is required by the first of the year. Those who have completed the training will send their certifications to Stephanie. Those who still need to, will complete as soon as possible.

New Business:

Approve the 2021 Budget

Ruth stated that Personnel and Budget committees met with Stephanie, who had provided line by line budget details which Ruth consolidated. We will be in the 5th year of a 414 so we have been stretching the budget with thanks to Stephanie. The Putnam County revenue distribution is uncertain although promised to be same as 2020. However, that could change if the State does not fund the County. So the budget was made with approximately half of the 2020 County disbursement included (\$22,000 vs. \$46,700). There will also be less interest income since interest rates are low.

There will be a 2% increase in payroll for most employees. Exceptions are those that must be brought up to the minimum wage and Eric's hourly increase. The 12% benefit contribution is available to any eligible full-time employee.

The new New York Sick and Safe leave law will add to payroll expenses since we are now required to pay sick time to everyone retroactively to September 30, 2020. Approximately \$6,000 has been added to the budget to cover this added expense. This would pay for bringing in a sub to cover for a sick employee using paid sick time. Stephanie kept level or cut expenditures to offset some of the sick leave increases. This is one reason why the board will need to ask for a 414 increase in our operating budget starting in FY2022.

Personnel expenses have historically been kept at approximately 70% of revenue. In 2021, due to the lower revenue and NYS mandates, this will be just over 70%. If we receive the full County funding, there are several items that will be returned to the budget and the personnel costs will fall to under 70% of revenue.

The mortgage payments remain the same but more is going towards principal since refinancing.

The Capital Reserve Fund contribution remains at \$20,000.

The Operating Reserve Fund is supposed to be funded at 20% of the budget, which would be \$180,653. We currently have \$240,000 in that account so there will be no contribution to that fund in the 2021 budget.

The 2021 budget without the full County revenue has an excess of \$8,623 of expenses over revenue. If excess operating reserves of \$6,000 are used to cover the NYS sick leave law, that deficit will be \$2,623. If the full funding from the County is received, several expense items will be returned to the budget and there will be a surplus of \$16,802.

Don asked if we can use any surplus from 2020. Stephanie estimated there will be a \$50,000 - \$60,000 surplus, not including PPP loan forgiveness.

Judy made a motion to accept the budget. Karen seconded. Don took a roll call vote and the motion passed unanimously.

New Policies:

New York Sick and Safe Leave:

This gives employees up to 40 hours of annual sick and safe leave time to be used or carried over to the next year. This carried over sick and safe leave may be used in addition to the sick and safe leave available to the employee during the current calendar year, up to a maximum usage of 80 hours. Sick and safe leave time is not paid at separation.

Becky made a motion to accept the policy; Ruth seconded. Roll call vote unanimously approved.

Policy Amendments:

- **Program Policy**
 - Deleted reference to programs being restricted by gender
 - Becky moved to accept the amendment to delete the reference to gender in the Program Policy. Ruth seconded; unanimously carried through roll call vote.
- **Internal Financial Controls**
 - The Board needs to review the 990 before submission, which was not in the original Internal Financial Controls document.
 - Becky moved to accept the change to audit schedule and internal financial controls with review by Board. George seconded; unanimously carried through roll call vote.
 - Current vendors may be rehired with one written quote and Board approval provided the quote is within 10% of the previous contract.
 - Becky moved to accept this change; Amanda seconded; unanimously carried through roll call vote.
- **Phased Reopening Plan**
 - Stephanie incorporated MHLS changes into our policy. Each level of reopening had similar changes in wording. The point regarding special “vulnerable” hours was removed since it had never been put in place. Face shields are now allowed.
 - Becky moved to accept the Phase Reopening Plan changes; Karen seconded; unanimously carried through roll call vote.
- **Emergency Closings**
 - Employees must work from home when the library is closed. Stephanie pointed out that throughout the pandemic, employees have been able to provide services remotely and that snow or other weather conditions are no different. Virtual programs can still go on and any employee should be available to work from home to get paid for their shift.
 - Becky moved to accept Emergency Closings change; Judy seconded; there were no questions and the motion was unanimously carried through a roll call vote.
- **Personnel Changes:**

- Allison Gay was appointed as a library page working 3 hours/week starting October 28
 - Judy moved to accept this appointment; Becky seconded; unanimously carried through roll call vote.
- Samantha Youngman resigned as Student Youth Services Assistant effective November 13.
 - Judy moved to accept this personnel action; Amanda seconded; unanimously carried through roll call vote.
- **AARP Tax Assistance:**
 - Stephanie explained that in the past AARP has set up volunteers in the library to help eligible people with their tax returns. This was abruptly ended in March due to Covid-19. AARP has suggested a revised plan to allow the tax preparation volunteers to meet with individuals at the library for 30 minute appointments, during which time documents will be scanned. The volunteer will then complete the return from home. The Café would be used twice a week for these purposes, with patrons entering through the Café door. AARP is trying to set up the program for February 1 – April 15 with 2 volunteers. The AARP volunteers will have their own scanners to be secure. Usually, both the volunteers and the patrons are retired and would be extremely cautious regarding Covid safety protocols. Lillian Gyomai will continue to coordinate with AARP.
 - George would like to report the final planned procedure to the Town Board when available.
- **Blue Sky:**
 - The Blue Sky meeting, in which goals for 2021 and long range plans are set, is scheduled for January 23, 2021. Although it will most likely be virtual, there is a snow date of January 30, 2021, reserved. Stephanie will look into how “breakout rooms” can be set up through Zoom.
 - Don asked each member to email him with their committee requests for 2021.
- **Holiday Party:**
 - Since we cannot hold the usual holiday party at a restaurant, it was suggested it be virtual with, perhaps, a “goodie bag” for each employee to have. Stephanie mentioned that a library page has created a trivia program that could be used. She had asked the Administrative Staff for their thoughts and they asked that it not be mandatory. She and Amanda Booth will bring it up at their meeting with the circulation staff. The library would close early (about 5) on the day of the party.

Trustee Observations:

- A lot was covered in this meeting and it is a pleasure to work with someone like Stephanie who understands the numbers and outlines needed changes.
- Everyone welcomed Cathy and look forward to working with our two new Board members.
- Don thanked everyone for their work this year and for thinking out of the box to continue delivering services in new ways.

- Happy Thanksgiving to and from all.

Adjournment:

Motion to adjourn made by Judy; seconded by Ruth: all in favor, approved. Meeting adjourned at 8:03 PM.

Next meeting: January 19, 2021 at 6:30 PM

Blue Sky Meeting: January 23, 2021 with a snow date of January 30, 2021 if able to be held in person.