

Raquette Lake Library

P.O. Box 129
Raquette Lake, NY 13436
(315) 354-4005

I. Calling meeting to order

Elizabeth Noonan called the meeting of the Raquette Lake Library to order on Saturday, August 22, 2020 at 11:06 am at the RL Library. Present: Elizabeth Noonan, Jim Dillon, Carolynn Dufft, Colleen Walsh, Desiree Lurf and Jack Regan. Others present via Zoom: Sara Dallas (from SALS), William McHale, Jim McHale, Nancy Grosselfinger and Carole Chambers (in person).

II. Minutes from the July 11, 2020 meeting

Minutes from the July 11, 2020 meeting were approved; Colleen made a motion to accept the minutes and Biz seconded it.

III. Public comment: None made

IV. Treasurer's Report by Jim Dillon:

- Income: \$24,472.04
- Paid Bills: \$ 6,993.64 (there were special expenses re juvenile books of \$3,701.40)
- Checking: \$41,721.29
- Savings: \$42,216.45

Can money: \$522 up to \$1,815 for the year [we are hoping for \$3,000]

Town money came late in the amount of \$20,000 – we should remember to send written request. Best to send by January.

Biz made a motion to accept the Treasurer's report and Desiree seconded it.

V. Librarian's Report as done by Carolynn Dufft:

Item Circ:

July 2020: 404

July 2019: 1,196

ILL (out):

July 2020: 177

July 2019: 198

Item circulation lower due to pandemic. Library building is still closed. However, online loan is possible and encouraged. We are continuing our curbside service, which has been very well received. People can order ahead and pick up items. We are here to serve the public.

Colleen made a motion to accept the librarian's report and Jack seconded it.

VI. OLD BUSINESS

o Reopening of Library

The Library Director suggested the following reopening plan for initial limited reopening:

- 2-person limit
- take temperature
- must wear masks
- must sanitize hands before coming in
- no lingering
- not permitted into quarantined book area (books to be quarantined for 96 hours)
- approximately 2 hours per day: Mo 4-6pm; Tues/Thurs 2-4pm; Saturday 1-2pm – after suggested hours by appointment
- may consider voluntary sign-in sheet

Board members first questioned the need for a temporary reopening plan, especially with varying opening hours (since precautions related to the pandemic are likely to last for many more months), but then, however, agreed to follow the Library Director's proposal and agreed to reassess situation in a couple of weeks.Carolynn encouraged to set up limited reopening this week.

Sara Dallas suggested we have a statement in place that pandemic is ever changing and that we are subject to laws and regulations and that our reopening plans could change at any time. She also reminded the board that the Library is subject to NYS regulations, which

- require quarantining of books for 92 hours
- limits the occupancy during the pandemic in our 1300 feet library (she suggested we check with fire department re occupancy)
- require staff need to be asked COVID questions before entering building

Sara suggested we read the publications on NY forward through governor's office

She also noted that some libraries are allowing people access to workstations (if there is a wide parameter where no-one is close to them). Other libraries are saying that people can only use

certain portions of library, redesigned to keep popular materials closer to door, keep lingering to short time, etc...

Board agreed to Carolynn's limited reopening plan.

Carol says Carolynn is doing an awesome job making everyone feel safe, goes the extra step to search for videos, no need to rush into anything.

o Policies

- Patron code of conduct
- Anti-harassment policy
- Computer and internet use policy
- Conflict of interest policy
- Collection development policy

- Anti-harassment policy

Jim wants to table anti-harassment policy (questioned whether there should be mention that it is a crime that should be reported, clarify complaint procedure – Desiree to propose redraft); Biz made a motion to table it, Jim seconded.

- Collection development policy: memorial books “shall” be marked with plate; Jim made motion to adopt policy, Biz seconded it.
- Conflict of interest policy: Jim highlighted the fact that he may have a conflict as business owner, providing heating oil and stamps to the library. Note to discuss Jim's potential conflict at next meeting. Jim made motion to accept policy, Desi seconded motion.
- Computer and internet use policy: Biz made a motion to adopt policy, Jim second it.
- Patron code of conduct: Biz made motion to accept, Jack seconded it.
- Freedom to read and view was adopted by the board. Biz made a motion to adopt policy, Desi second it.

o Long Term Plan of Service

Survey: Biz, Carolynn, & Desi to work on review and compile info. Desiree asked that Carolynn pre review surveys and take lead and provide a draft long range plan

New Business

- Biz will circulate 2021 dates
- Carolynn has public letters she wants to share with board with positive feedback
- Jim brought up topic of audits, Sara says certain budgets require audit, not ours (too small) but she can provide 3 audit firms.
- Desi to donate scanner, will look up fax to email, camera to be purchased by Carolynn (Sara suggested Carolynn talk to Dave)

Executive session

Board decided to go into executive session to discuss librarian evaluation: Executive session started approximately 12:30pm

Biz made a motion to come out of executive session (at approximately 1:20pm) from discussing librarian eval, Jack seconded motion. No decisions were made, no formal motion necessary.

Next meeting will be held on October 19, 2020 at 5:30 pm. It is a budget meeting. Jim suggested we send a letter to the town in September re tax money request (no increase) so that they have the estimate for their own budget, could consider foregoing town money if the town was hit hard by lesser sales taxes...

Public comment by Nancy Grosselfinger:

- Wrong address on record for Nancy, please update
- Old business: building insured for \$350,000 building and contents for \$35,000 could never fully be replaced with that sum [Treasurer replied: we looked into that, but this is the maximum the company would ensure the building for. Will look into other insurance options].
- Suggested director's insurance
- Inquired what was in closed bank deposit box and suggested that minutes should reflect what was in box.
- Certain minutes mention a Jeanne, Nancy suspects it is Jeanne Whyte the architect, minutes should reflect full name of people dealt with and reveal dealings.
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There being no further business Biz made a motion to adjourn the meeting and Colleen seconded at 1:40 pm.

Next meeting October 19, 2020 at 5:30 pm budget meeting at the Raquette Lake Library.