

Minutes of the Meeting of the Board of Trustees Eastern Monroe Public Library

The regular scheduled monthly meeting of the Board of Trustees of the Eastern Monroe Public Library was held remotely due to the ongoing COVID-19 pandemic on July 21, 2020.

Present: Ann Super, Katherine Neville, Seamus McGraw, Jan Selving, D. Migliacci, T. Hegarty, Deb Kulick

Absent: Maria Candalaria, Liz Koster.

Staff in attendance: Sue Lyons, Mary Erm

The meeting was called to order at 8:32 A.M. by Board President Ann Super.

K. Neville noted that a period after A. Super's initial had been omitted in the minutes of the June 16, 2020 meeting, suggesting that the board president was a supernatural being. The minutes were amended to reflect the sense of the board that the president is indeed mortal. The minutes were adopted with five yeas, with D. Kulick abstaining.

Presidents Report: - A. Super lauded S. Lyons for her work over the past month in "aggressively pursuing... and securing" grants from a variety of sources.

Treasurer's Report –Copies of the treasurers report were circulated before the meeting. T. Hegarty noted that while tax revenues had slowed, expenditures were below last year's levels. S. Lyons noted that since the library had used 100 percent of the PPP funds for payroll – as opposed to the 60 percent required by the law – the library can expect that the full amount of the loan will be forgiven. S. Lyons also reported that the board's auditor had experienced a "transmission problem" and failed to provide a copy of the 990 form to the IRA. As a result, the IRS sent a letter assessing a \$19,000 fine. The auditor has sent a letter to the IRS accepting responsibility for the technical problem, and the fine is expected to be waived. This is the second time this sort of thing has happened with the auditor – there was a similar incident involving the Library Foundation in the past.

S. McGraw/D. Migliacci moved to approve the bills as presented and the measure passed unanimously.

Committee Reports:

Buildings and Equipment – S. Lyons' reported that unexpected repairs were required to the top flight of steps on the grand staircase at the Hughes branch. Four hundred dollars has been spent to weld the affected stairs and concrete will need to be poured. It's hoped that the work will be completed before the planned August 3rd restricted reopening of the branch. If not, it may be necessary to close the branch while the work is completed.

Fundraising: None.

Publicity & Community Relations - No report.

Policy and Operation J. Selving reported that the committee circulated a draft of the amended portions of the policies regarding bullying and sexual abuse and harassment in response to our insurer's demand that a version of the policies be adopted. K. Neville/J. Selving moved to table the policy until the August meeting to give trustees the opportunity to review it. The measure passed unanimously.

Personnel: No report.

Director's Report – *A full copy had been distributed by email prior to the meeting.* S. Lyon's reported that due to delays in hooking up electricity to the Smithfields work site, progress on that building has slowed. Completion of the floors has been delayed and thus the move in date remains uncertain. As a result, it is likely that the library will bear additional costs. The board and the municipality should explore ways to prod Met-Ed to complete the electrical hookup as soon as possible. S. Lyons also reported that Fitzmaurice has informed the library that it will not be reopening the café at the Hughes building. Alternative plans – perhaps turning the café into a self-serve operation or coaxing volunteers to run it – may be explored in the future. S. Lyons also noted that due to the diligence of R. Hewitt, the library has received a \$1,000 grant from Target. S. Lyons also reported that a client of Fitzmaurice who had been hired as a part time custodian suffered a workplace injury on his first day on the job. The position is once again open.

Youth Report: *A full copy had been distributed by email prior to the meeting.*

Old Business – None.

New Business. The board discussed plans for a limited reopening slated for Aug. 3. Among other things, meeting rooms will remain closed, occupancy will be limited, masks or face shields will be mandatory, and protocols have been established to assure patron compliance. Alternate services may be offered to patrons with a medical reason for not wearing face coverings, and the library is expected to operate from 9-5 Monday through Saturday and be closed for one hour at midday each day for cleaning.

The meeting was adjourned at 9:56 am on a motion by S. McGraw/D. Migliacci. Motion passed unanimously.

Respectfully Submitted,

Seamus McGraw

Secretary