

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 May 19, 2020.

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

Absent: Maria Candalaria

Staff in attendance: Sue Lyons, Rose Hewitt, Mary Erm

Public Comment: None

T. Hegarty/ K Neville moved to accept the minutes of the April 21, 2020 meeting. The motion passed unanimously.

The meeting was called to order at 8:28 A.M. by Board President Ann Super.

Presidents Report: - A. Super once again praised the staff for their creativity in maintaining basic function of the library during the pandemic shut down. It was noted that one staff member had lost his grandmother to Covid-19, and had been unable to make a final visit or attend the funeral. A condolence card was sent from the library.

Treasurer's Report –Copies of the treasurers report were circulated before the meeting. T. Hegarty noted that while revenues are below where they were at this time in 2019, April was “not a bad month all things considered.” A check for \$50,000 had been received from Friends.

S. McGraw/J. Selving moved to approve the bills as presented and the measure passed unanimously.

Smithfields: Construction work has resumed on the Smithfields branch – recommencing on May 4, and it may be possible for the library to move into the facility by late June, though it remains unclear due to the ongoing restrictions caused by the pandemic when a formal grand opening might take place. In the meantime, virtually singlehandedly, Sue Young packed up the contents of the former Smithfield Branch – 707 boxes of books – which remain in storage. The library's former lease for the building has now expired.

Committee Reports:

Buildings and Equipment – No report. S. Lyons said that library is applying to the Hughes Foundation for a grant to cover repairs to the roof above the foyer at the Hughes Branch.

Fundraising: None.

Publicity & Community Relations - D. Kulick was awaiting information from the library before penning a column for the Pocono Record to explain to patrons what their library was doing during the pandemic. Among other things the column is expected to cite the fact that the library facilities at the Monroe County jail have remained open and includes remote writing classes conducted by a local author among others. S. Lyons said the information request by D. Kulick would be forthcoming.

Policy and Operation – S. Lyons reminded the board that a policy on harassment and bullying requested by the insurance company has been reviewed by A. Super and will be circulated among members of the Policy and Operation committee. The committee is expected to focus on a passage in the proposed policy statement referring to field trips. It's unclear whether any of the library's services can be considered "field trips."

Ad Hoc

Director's Report – *A full copy had been distributed by email prior to the meeting.*

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

Old Business – None.

New Business. S. Lyons sketched out the plans for a limited reopening of the library when Monroe County begins the transition into the Yellow phase of the lockdown. It's expected that the initial phase will involve setting up a table by the backdoor to allow patrons to return books borrowed during the full lockdown phase of the pandemic. That is anticipated to last until the end of June. That will be followed by a broader reopening during which the library would admit no more patrons than would constitute 50 percent of capacity. In the meantime, the personnel committee will review the CARE act, to determine what steps are required to be taken to protect the safety and well-being of the staff. In any event, those staffers who have qualms about returning at that early stage will be offered the opportunity to take unpaid leave.

The Bookmobile may also return to limited operation during this first phase of reopening – delivering pre-ordered books to pre-schools and daycares, circumstances permitting.

The meeting was adjourned at 9:57 am on a motion by S. McGraw/J.Selving. Motion passed unanimously.

Respectfully Submitted,

Seamus McGraw

Secretary

