

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 Oct. 20, 2020.

Present: Ann Super, Katherine Neville, T. Hegarty, D. Migliacci, Deb Kulick, Liz Koster,

Absent: J. Selving, Seamus McGraw, Maria Candalaria

Staff in attendance: Sue Lyons, Rose Hewitt.

The meeting was called to order at 8:30 A.M. by Board President Ann Super.

T. Hegarty/ L. Koster moved to accept the minutes of the September 22, 2020 meeting. The motion passed unanimously.

Presidents Report: - A. Super reported on her tour of the new Smithfield Library stating that it looks beautiful and is coming together nicely.

Treasurer's Report –Copies of the treasurers report were circulated before the meeting. T. Hegarty noted that county tax may be a bit short this year by \$100,000 from where we expect to be. He also noted that operating income expenses are standard; collection development has a lower than YTD and the branches are moving along with minimal expenses.

Maintenance contracts are higher than usual due to entering into a maintenance agreement with Nauman Mechanical for the rooftop units.

Also noted was that although the library did not need to lay employees off due to the PPP loan, we do have unemployment payments from former employees laid off from their current jobs.

S.L. informed the board that the state budget was approved for 5/12th of the 2021 payment and upon receipt the funds would be transferred into the reserve account for use in 2021.

R.H. to provide T.H. with Smithfield loan breakdown accounts of principal and interest.

Also stated was the holding pattern on the PPP forgiveness applications and that it may be a little while before we have any news on the application for forgiveness.

K.Neville/T.Hegarty moved to approve the bills as presented and the measure passed unanimously.

Committee Reports:

Buildings and Equipment – Maintenance contracts are higher than usual due to entering into a maintenance agreement with Nauman Mechanical for the rooftop units.

Policy and Operations: L. Koster/T. Hegarty moved to adopt the new library abuse prevention policy. The motion passed unanimously

Fundraising: There was a discussion of the possibility of online fundraising, a year-end appeal for donations and the possibility of online raffles.

Publicity & Community Relations - WNEP and BRCTV13 covered the Bingo “Fundraiser” to get out and support local businesses.

Personnel: No report.

Smithfields: Looking Great. It took J.P. Jay the moving company 8 days to move then contents of the Smithfield library from the community room at Hughes to the new library. If a certificate of occupancy is granted, Smithfield Library can start with curbside pick-up. The parking lot lights have been delayed until Nov. 16th.

PTL: Has an expansion of service for curbside pick-up with extended hour of 9-1 and 1-5 shifts.

Bookmobile: Circulation is up due to drop off at day care centers and retirement centers.

Correctional Facility is still closed.

Director’s Report – *A full copy had been distributed by email prior to the meeting.* S. Lyons noted there is a need for the finance committee to meet regarding the budget for next year/ Also noted that there will be 27 payrolls vs. the normal 26 due to leap year. There is also a need for 6 positions on the board to be filled.

Youth Report: *A full copy had been distributed by email prior to the meeting.* A. Super noted the awesome job of YS dept.

Old Business – No news on the IRS 2019 late filing by the auditors.

New Business – Confirmed the mailing for the Volunteer Recognition letters.

The meeting was adjourned at 9:53 am on a motion by **K. Neville/D.Migliacci**. The motion passed unanimously.

Respectfully Submitted,

Rose Hewitt

Administrative Manager

