

Minutes

May 28, 2020

Present: Nancy Tuggle, Lynn Hoth, Megan Giebner, Jennifer Costa, Mary Beth Muldowney, Pam Czarniak, and Jason Hammond

Mrs Tuggle presided. Called to order at 4:10 p.m.

On motions duly made and seconded (names of those making and seconding the motions follow each) the following were adopted:

RESOLVED: Financials for April 2020 be approved. (N. Tuggle, L. Hoth)

Children's Room Report was submitted by Pam Czarniak. Key points include:

- Jason and I attended 3 meetings online re: summer programs. They will all be online.
- Craft kits to give out to kids for summer
- 90 items posted on FB page
- 8701 persons were reached with these posts for the month of April
- 216 views for coding posts
- Hired Checkers Library TV who will have a post every week for the kids. Also a science group will be online for entertainment
- All performers were successfully cancelled. We don't pay them until they actually come.

Director's Report was submitted by Jason Hammond:

- Roberta re: Book Club. Thought about trying to get her group on Good Reads to make a private subset
- Submitted the City of Dunkirk block grant, haven't heard anything back yet
- Construction – stairs out front, concrete allowed by Historic Preservation, \$500 to haul away old stone, plot dug for sculpture, met with rep from Chautauqua Woods the other day
- No news on AC
- There is construction money left and we talked to Jan re: replacing some windows since some are very difficult. Another suggestion is swapping all lights to LED's.
- UPS was supposed to be holding things and leaving a message. Now they've been leaving stuff out back again even when no one is at the library. Jason called UPS to get it straightened out.
- Reopening
 - Still limited staff and lumped us with retail that will allow us to do curbside pickup
 - Supplies for cleaning and disinfecting – a bunch is coming from the county and some libraries are trying to get together to order in bulk in a discount
 - More sensible to pick 3 days a week for curbside until we see demand and run it during specific hours. Pick the days and hours that you think will be best and keep staff limited.

- Health screening - Google Form that staff will sign in from our webpage before they come in. This should be done before every shift
- Face coverings are mandated for patrons and can be enforced.

Old Business:

- Trustee Election and Budget vote – lots of changes we need to address and expensive as we will have to do mail ballot
- Notice has to be done 45 days beforehand and it has to run 4 different times. It will also go on FB and in newspaper.
- Are we continuing to issue paychecks based on previous week's average? Or do we pole them and then maybe decide to put them on unemployment?

New Business:

- Budget Spreadsheet reviews
- Wages and health insurance increased
- Vote will happen via email by 06/10/2020
- Cleaning of facility to get it ready. Verhague's will be used to clean carpets.

Meeting Adjourned 5:18. (J. Hammond, L. Hoth)