

NORWOOD LIBRARY BOARD MINUTES

From: Kathryn Boswell

Date: March 19, 2020

Members in attendance: Ulana Ballan (by phone), Kathryn Boswell, Alice David, Denise DiVincenzo, David Fenton, Leonard Halpern, Kathleen Hartman, Amanda Jones

Guest: Molly Andrasik (by phone)

Members absent: David Mudry, Steve Murray

The meeting was called to order by Kathleen at 6:33 p.m. on March 19, 2020.

There is no Friends Report.

A motion made by Leonard to accept the consent agenda was seconded by Alice and passed unanimously.

After inquiry, it was determined that no conflict of interest existed for any new or old business.

A motion was made by Alice to pay the outstanding bills, as audited by Ulana. The motion was seconded by David F. and passed unanimously. Ulana noted that there were two invoices missing. Amanda knows where they are, but they are not currently accessible with the renovations in progress.

Old Business:

1. 2021 Budget: A motion was made by Ulana to accept the budget as proposed by the Finance Committee. It was seconded by Denise and passed unanimously.
2. Update on renovations: The contractors will be done with their work tomorrow. Tim Orologio, as Clerk of the Works, came in to approve the progress and has signed the paper to certify.

Shelving is expected to arrive the second week in April. Electrical work will be done before the shelving is installed.

Amanda will contact John Monroe to take care of the plumbing issues.

Question: What did we do with the old shelving? Several shelving units were donated to the Lisbon Public Library. Kelly Lustyik and her father took some of the shelving for the Norwood Food Pantry. Very little shelving had to be thrown away. Some wood from the shelving was re-purposed by the contractors during the renovation.

New Business:

1. There was discussion about hiring Jim Besaw again for the mowing season. Amanda recommends that we hire Jim for the summer, and all agree. We will re-evaluate whom to hire for plowing next winter.

2. COVID-19 response

NCLS

ILL is suspended for the time being. Most libraries in the system are closed, and library workers are working remotely from home.

Libraries have been asked to waive the Wi-Fi sign-in to allow the general public access. This is particularly important for children who need to use the internet for online schoolwork. A motion to waive the sign-in for 30 days, subject to extension as needed, was made by Alice, and seconded by Leonard. The motion passed unanimously.

NPR

There was discussion on policy for emergency leave, which will allow Amanda and Jenna to continue to work remotely from home. The policy was drawn up by a NCLS lawyer, to be included in the employee handbook. Amanda notes that there is abundant work to be done that can be done remotely, as well as barcoding and cleaning that can be done while the library is closed after the renovations are completed.

A motion to allow Jenna to continue to work 20 hours per week from home was made by Alice and seconded by Leonard. It passed unanimously.

A motion to add these policies to the employee handbook: Paid leave during emergency closure, and Quarantine leave, was made by Denise and seconded by Leonard. It passed unanimously.

As suggested by the NCLS, a motion was made to allocate \$500 from print collection funds to our NCLS E-book services, as many more people will be accessing our services online. The motion was made by Leonard and seconded by Alice. It passed unanimously.

There was discussion about remaining closed after the renovations. It was noted that the renovations have come at a very convenient time, since we would have been forced to close in any case. We will wait and decide about closure for COVID-19 after the renovations are finished.

There was discussion about how the current situation will affect elections. Amanda will check with NCLS and the Division of Library Development how we should proceed, if elections need to be postponed.

General discussion

There was discussion about the logistics of our meeting. Ulana suggests it might be easier to confer by phone, as she had difficulty hearing the discussion. Molly and David F. suggest it might work well to use ZOOM for our next meeting. Amanda is able to set that up.

Alice mentioned a letter drawn up by NCLS to be sent from library directors to the NY State Legislature to urge them to consider the needs of public libraries at this time. She recommends that Amanda send the letter, and also suggests each Trustees might send it as well.

Alice asked about our compliance with the Open Meetings laws. Amanda posted this month's meeting on the library door, posted in the paper and on the website and on the library facebook page, people could have called in if they wanted to.

Bill Eckert of the Watertown Daily Times wants to do write-ups on:

Our renovations

Our allocation for Overdrive

Meeting adjourned at 7:07 p.m. A motion to adjourn was made by David F. and seconded by Leonard. It passed unanimously.

The next meeting will be April 16, 2020, at 6:30. Place and/or mode of communication TBA.

Respectfully submitted,

Kathryn Boswell