

APPROVED MINUTES
KINDERHOOK MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 8TH, 2020

Present

Patricia Altman
Dot Balko
Ann Birckmayer
Bruce Charbonneau
AnnaLee Dragon, Director
Jim Fleming
Lee Jamison
Michael Leonard, Treasurer

Bernadette Powis
Kathryn Schneider, Secretary
Marian Sole
Gary Spielmann, President
Jim Tuttle
Karen Vecellio, Vice President
Mark Wilson

Excused

George Mayer

Guests

Marie Orlando, Friends of the Library; Judy Van Allen, Bookkeeper

Call to Order/Announcements: Spielmann called the meeting to order at 7:00pm. He pointed out that the approval of the disaster relief policy had not been reflected in the May board minutes, and so he asked to approve the policy. A motion to approve the policy as presented at the May meeting was made by Tuttle, seconded by Jamison, and passed without dissent.

Public Comments:

May Minutes: Leonard made a correction to the minutes, noting that the treasurer's report is referring to the operations' money market account. A motion to accept the May minutes was made by Leonard, seconded by Sole, and passed without dissent.

Friends of the Library: Orlando informed the board that the Friends have had a meeting and that they will still be contributing funds to the Library.

Director's Report: Dragon distributed the director's report in advance for review. She informed the board that the Columbia County libraries will begin curbside pickup at their libraries on June 17th, and MHLS will begin ILL delivery the following week. She let the board know that she held a staff meeting online and has set up a schedule with temporary hours for reopening. She discussed the opening procedures and the summer reading program.

Treasurer's report: Spielmann informed Board that Bruce Charbonneau has been chosen to succeed Mike Leonard as Board Treasurer and Chair of the Finance Committee.

February Expenditures: Powis will review the February expenditures when the Library reopens

March Expenditures: Sole will review the March expenditures when the Library reopens.

April Expenditures: Schneider volunteered to review the April expenditures when the Library reopens.

May Expenditures: Balko volunteered to review the May expenditures when the library reopens.

Building and Grounds Committee: Altman informed the board that a number of smaller projects have been under way at the Library. She also announced that the committee is continuing with Metzwood Insurance, the Library's current insurer. Birckmayer asked how the coronavirus pandemic fits into the insurance policy, and Dragon informed the board that she would check with the insurance broker.

Balko mentioned that there have been a number of volunteers helping keep the grounds cared for and watered, which has been a challenge due to the weather.

Finance Committee: Charbonneau informed the board that the committee is looking at the 2021 budget to identify areas where funds can be cut, due to the unpredictable nature of the year. He referred the board to the May finance committee meeting minutes taken by Tuttle.

Operations Committee: Vecellio distributed the Narcan policy in advance for review. A motion to accept was made by Powis, seconded by Leonard, and passed without dissent.

Vecellio presented the Infectious Disease Preparedness and Response plan to the board in advance. The committee received feedback that the policy should be more generalized and not specifically address the coronavirus pandemic. Vecellio addressed these concerns by stating that the committee believes that due to the unfamiliar and evolving nature of the coronavirus, the committee believes that the policy requires wording specific to the current situation, with the possibility of updating it in the future.

Tuttle suggested changing the name of the policy to specifically address the coronavirus, and Dragon informed the board that this is the wording that other libraries are using. A motion to approve the policy as presented was made by Vecellio, seconded by Charbonneau, and passed without dissent.

Vecellio distributed the revised Patron Code of Conduct to the board in advance for review. The revisions include wording stating that patrons must follow regulations set by the state, county, village, and/or library during times of a public health crisis, which includes wearing a mask. The board discussed the wording to be sure that the wording specified that patrons must cover both their mouth and nose. A motion to accept the policy was made by Vecellio, seconded by Fleming, and passed without dissent.

The Library Reopening Plan was distributed to trustees in advance for review. Dragon used the MHLS reopening plan, which shows the Library opening in phases, including curbside, limited building capacity, and staff health screenings. Dragon was not sure whether the draft required a vote, since it is more guidelines than policy. A motion to accept the plan was made by Fleming, seconded by Leonard, and passed without dissent.

Fundraising Committee: Nothing to report.

Old Business

Fines Policy: Dragon announced that she has been working with MHLS, and that the Library is officially fine-free, with the exception of a few specific items.

New Business

August Meeting: Powis inquired whether due to the extraordinary challenges to library operations posed by the Covid pandemic, the Board should meet in August. Typically, the Board does not hold an August meeting. Spielmann said it would be taken up and decided at the July 13th meeting.

Public Comments

Sunday Coverage: TBD

Next meeting: July 13th, 2020

Adjournment: A motion to adjourn was made by Vecellio, seconded by Jamison, and passed without dissent. Meeting was adjourned at 8:05pm.