

BLODGETT MEMORIAL LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING – JUNE 10, 2020

Attending: Lisa Gomez, Jesse McKeel Jim Miccio, Beth Allee, Janice Ballard, Bill Tresnan. Vincent Sullivan, Joan Gambeski,. Excused - Anthony Ruggiero

President Jim Miccio called the meeting to order at 5:45 pm

May Minutes – Motion to approve minutes by Bill 2nd Vince All in Favor

PRESIDENT’S REPORT –

Jim welcomed Lisa and appreciated all the work she has been doing. Also thanked Jesse for her extra work

AED will be scheduled every six months for batteries and pads to be changed.

Jim will reach out for new board member that moved to Fishkill and has business on Main St. Bill will reach out to someone he knows. Joan will ask someone as well.

Joan asked about board member description of responsibilities. We use MHLS guidelines.

Motion tmake Jesse acting Director while Julie is out made by Bill Acting Library Director until further notice, second by Beth, All in Favor

EZ Flow will spray interior of library on 6/19/2020 for COVID19. Cost is \$400 and we will receive a certificate that it is completed.

FINANCIAL REPORT

Bills approved based on previous motion to approve all regular bills.

DIRECTOR’S REPORT Lisa & Jesse

Pics of interior changes in library to prepare for re-opening

Programming – Lisa set up a portal for programming on-line. Forum to discuss programming, Blogs, Storytime, and Crafts. YouTube channel is up and running. Will start in a couple of weeks facebook live 2 times a week. Will use Instagram and Constant Contact to let people know we have YouTube channel.

No Carnival in August. Will discuss possibly in the Fall.

Updated Policies: Telecommuting policy to be approved. Motion by Beth, second by Vincent, All in favor.

FAQ’s of what people were asking was set up. They will backdate check ins.

Curbside drop off pick up – This is for items in the our library. Patrons can call Tuesday or Thursday to request and pick up within 30-45 minutes at table under the tent. Curbside limited items to 5 each time. Book drop has a lot of returns. On 6/4 - 215 items, 6/6 -; 273, 6/9 - 212

Answering machine has info of hours and process. Sending notes to patrons to let them know. Donations aren't being accepted. They are being thrown out.

Lisa working on IMLS Grant – submitted will find out in august minimum amount 25k. Lifetime learning, public awareness, tablets, digitle video equipment, virttual realty tech.

Hoopla contract signed. Will be launched by 6/18/20 for Blodgett Patrons

Email launches of new programs outreach

Work being done on building- electric & plumbing – water valve was replaced ltoday

Electrical needs scope of work. Village bdg inspector to look and see what needs to be done for compliance

Discussion of electrical (limited outlets for increase in computers) social distancing. We need “scope of work’ to get prices. Jim will ask Tom VanTine to see what would be needed. Main shut off valve for water will be replaced.

Discussion on cleaning. Library will close mid-day for cleaning. Every time someone uses computer has to be cleaned.

Decision as to when to open will be determined by State. Identify essential employees, Building occupancy at 50%. Follow plan for opening that Julie put forth. Limited time allowed in the library for Patrons.

PERSONNEL – No report

BUILDINGS & GROUNDS – See above Jesse report of work regarding COVID spraying, water main valve, and electrical. We will continue to look o accessibility to all floors without the elevator.

PR/SUSTANABILITY – no report

FINANCIAL/BUDGET/VOTE – Finance Committee needs to meet for budget planning.

LIAISON TO FRIENDS No donations . Meeting with Friends will be in the Fall.

Discussion regarding increased job responsibilities for Jessie and Vanessa.

Motion made by Bill to increase Jesse by \$10.00 per hour as Acting Director starting at June 10, 2020 until Julie comes back full time. Second by Beth, All in Favor.

Motion by Vince to make Vanessa as acting office manager/bookkeeper with an increase of \$5.00 per hour retroactive to April 23, 2020 until Joanna returns. Seconded by Joan, All in Favor.

No Public input.

ADJOURNMENT-

A motion to adjourn the meeting at has made 7:15by Bill, second by Beth , All in Favor

Respectfully,

Janice Ballard, Vice President