

BLODGETT MEMORIAL LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING – March 11, 2020

Attending: Beth Allee, Anthony Ruggiero, Vincent Sullivan, Janice Ballard, James Miccio  
Excused: Bill Tresnan and Joan Gambeski

President James Miccio called the meeting to order at 7:05 p.m.

FEBRUARY MINUTES

A motion to approve the February 2020 minutes was made by Anthony, seconded by Janice and unanimously approved.

**PRESIDENTS REPORT**

**Board Members**

Bill Tresnan is looking to bring someone who may be interested in joining. Julie is to ask the Fishkill Rotary and the Business Association if anyone is interested in joining. If no one is interested than Julie will put an ad in the Southern Dutchess News. Anthony Ruggiero reviewed our by-laws regarding the process of filling in a board members term. There was no clear wording on the process so the Board will continue the process of filling the position with board approval. Once filled they will carry out the term for the remainder of the year and will then have to be elected for the following year.

**FINANCIAL REPORT**

The February warrant was presented in the amount of \$23,317.68. There was a charge from Mid-Hudson Library System in the amount of \$2070.36. This is for the general assessment fees which are charged bi-monthly. The charge made to Business Card in the amount of \$1,317.64 has a description of Computers/software but it is more than just computers. The warrant report only lists the description of the first line item. There are lots of charges to periodicals and these are the magazine and newspaper renewals. The charge to The Village of Fishkill from the Friends Bookstore Sales in the amount of \$10 is the friends paying for the yard sale space. A motion to approve the warrant was made by Vincent, seconded by Anthony and unanimously approved.

**DIRECTOR'S REPORT**

Old Business

1. Hired a Librarian- Lisa Gomez starts March 30, 2020. She is hired as provisional employee with the provision that she needs to take the Civil Service Exam for Librarian I and score within the top 3 to be hired. The board would like her to attend the April board meeting.
2. Elevator conversation with Ozzy- Julie and Janice will be meeting with Ozzy on March 13, 2020 at 5:30pm to discuss the elevator and agreements. The board agrees that Blodgett need an MOU/IMA agreed and signed contract from the town stating that they will agree to do the bond if our budget is approved. We cannot approve the budget without this agreement because if the town does not want to do the bond Blodgett will

have excess funds in the budget. It is the understanding that Louise Daniele is against doing the bond so we need to make sure the town is in agreement with Blodgett before we put it in our budget. Anthony will reach out to Louise Daniele to discuss the specs of the elevator and to explain in further detail about the elevator. Our attorney, Judy Mayle, has drafted a MOU/IMA which we presented to the Town of Fishkill last year. The project did not continue at that time so we will present the MOU/IMA again to the Town of Fishkill. We need the Town to understand that we cannot co-mingle funds with the Town, the funds belong to the Library district. Also considering that not all of the Town is within the District. The MOU/IMA should state that the Bond is to be acted upon by Blodgett within 2 years then will continue throughout the duration of the bond.

3. Policies-

A review of the lawyer corrected PFL and Disability policies was provided.

New Business

1. Policies-

Goal Plan: A goal plan for each staff member AND evaluations are necessary. Julie needs the evaluations in order to document positive and negative behavior. The goals are great to help motivate the staff. Both documents need to have an area where the employee can sign and date.

PTO-The PTO policy needs to be reviewed by Julie and reflect with what she needs to run the library smoothly. Time and a half on Sunday was started to entice staff to work on Sundays. This is no longer needed and time and a half should no longer be necessary to pay. If staff volunteers to work a holiday then they do not get paid, if they are asked to work the program then they will get paid. Joanna and Julie will look into hour and wage laws and provide an updated PTO policy next meeting.

Pandemic Policy-Julie and Joanna provided a sample Pandemic policy. The staff needs to be notified to not come in if sick. Jim Miccio asked to have the larger programs canceled as a pro-active response to the coronavirus. The 2x2 Zoo event on March 21, 2020 will need to be canceled or rescheduled for a later time. Shamrock Madness on March 14, 2020 will also need to be canceled. Jim and Julie will discuss whether or not to cancel the Egg Hunt at a later date. As far as all the other regularly scheduled programming we will play it by ear and if the Coronavirus continues to spread, we may also cancel those programs. We need to remind patrons and staff of the Social Distance rule of 6ft. and possibly get a hand sanitizer machine that can be mounted on the wall. The Pandemic Notice is to be posted on Facebook, our website, and in the Library in multiple places. A motion to approve the Pandemic Policy was made by Janice, seconded by Vincent and unanimously approved.

2. Annual report to the community- It will be a PDF attachment and will be sent out through constant contact, uploaded on website, and in public places. Need to check with attorney if we need permission to print and post pictures of people. If we do, Joanna will redo the report not including any pictures.

3. Landscaper- Joanna sent quotes out three times to multiple different landscapers and only one answered and provided a quote. After speaking with some of the other landscapers they don't want to have to do prevailing wage. Joanna needs to document her due diligence and provide any proof that she contact multiple landscapers several times. Joanna will double check with Lehigh that the fertilizer used is organic. It is not specified on their proposal and we want only organic because of the children and animals that play

in our yard. A motion to approve bid from Lehigh was made by Beth, seconded by Vincent and unanimously approved.

4. July and August Board Meeting- July is usually the meeting in which the friends attend but we will reschedule that until October so Julie and Joanna are back from Maternity Leave. Julie asked the board to help out at the Carnival on August 19, 2020. Julie will provide the board with the information of the staff in terms of who they should contact if they need to. Who is in charge of what, and who is doing what? Also, Julie will provide the staff with board information if they need to contact them for any reason. Jessie will be the one to notify the board if any building issues arise. So far, Vanessa will be completing bills and payroll and Jessie will be acting "In charge". The board needs a temporary succession plan. The board would like Jessie to attend the April board meeting.
5. Grant- Digital Divide-  
Julie and Joanna will be working on the Digital Divide Grant which offer funding for programs and services supporting ESL, Job Seekers, and Low-income people. Julie is hoping that we will receive funding to help supplement our online databases and overdrive so we can therefore afford Hoopla. If the grant is awarded, we will create a separate line item in the budget so we can track it.
6. Joanna Computer- Joanna will be working from home and will require a laptop. The board was provided with three quotes for three different laptops. A motion to approve the ASUS laptop in the amount of \$899.99 and to include the warranty was made by Janice, seconded by Anthony and unanimously approved.

Other: Jim would like to invite Mid-Hudson Library System to one of our board meeting. Julie will schedule this for when Julie and Joanna are back from maternity leave. Julie brought a Facebook post to the attention of the board. A patron commented on the amount of homeless people in the library. The overall response to the post was positive and many patrons don't feel like there is any problem at all. We are a public space and everyone is welcome.

#### COMMITTEE REPORTS

Personnel – Janice, Anthony, Hillary: Nothing to report  
Buildings and Grounds/Technology- Bill T. Janice, Elizabeth: No Report  
PR/Sustainability/Long Range- Vince, Joan, Hilary: No Report  
Financial/Budget/Vote-Janice, Anthony, and Bill: No report  
Liaison to Friends- Beth: No Report  
Fundraising Committee- Anthony, Joan, Beth: No Report.

No public input.

#### ADJOURNMENT-

A motion to adjourn the meeting at 8:41 was made by Beth, seconded by Vincent and unanimously approved.