



**Marcellus Free Library  
Board of Trustees' Meeting  
December 10, 2020-- 7:00pm**

- Meeting Call to Order 7pm  
In attendance in person Beth Anne Piper, Pat Dailey, Shawn Gillen-Caryl, Jake Widrick  
In attendance via Zoom: Gary Germain, Katie Cook, Martha Fiacchi, Michele Merwarth
- Additions/Changes to Agenda - Discuss options to honor Martha Lollis  
Discuss board membership for new year.
- Review and Approval of Minutes from November 2020 Motion made by Beth Anne Piper to approve minutes, Shawn Gillen-Caryl 2<sup>nd</sup>, approved unanimously.

#### Director's Report

##### **Local and System Updates**

-At least three suburban libraries (including Solvay and Manlius) have decided to preemptively roll back to just curbside or lobby pick up of materials, despite not yet being in a designated Orange zone. Others are growing concerned as we see cases spike in our area and I suspect a few others may act in the same manner. -We are fortunate to not have had a single staff member exposed to COVID and forced to quarantine or get tested. Many libraries have staff quarantining per the ongoing director weekly meetings via zoom. Jake believes we can continue our services as is.

##### **Library Updates**

-In the event that Marcellus ends up in a Yellow, Orange, or Red Zone here is a tentative plan of service.

- **Yellow** - Business continues as it has since late summer. Current hours will be maintained. Patrons may schedule appointments, while walk-ins will be accommodated as space allows. Max occupancy inside the building is 13 (excluding staff)
- **Orange** - Library reverts back to lobby pick up, no patrons inside the main part of the building. A limited number of staff may be in the building at one time (25% of total staff, per NYS guidance). The external book drops will remain accessible to patrons. Digital resources and online services are available 24 hours a day. Lobby pick up and telephone reference will be available from 10-5 during the week, as well as other in-house services we can provide safely (printing, scanning, faxing and leaving documents for patrons to pick up in the lobby). As long as OCPL's delivery services are still operating, staff will need to process material delivered from other libraries. We will still quarantine all items returned here for 7 days. We will continually maintain and utilize our website and social media to provide up to date information to the community. Online programming and events will continue, as well as certain grab-and-go craft activities that have been popular. Physical collection development will continue to be important, especially if we were to lose OCPL's delivery services. Staff responsible for ordering material will have scheduled times to be in the building if they need to be, and will do this work from home if they are able. Staff responsible for processing new material will be scheduled hours inside the building when they are able to work alone in a designated area. Cleaning and facility maintenance work will be done after hours, as it is being done currently.
- **Red** - The library will be completely closed to the public, and only essential staff may be in the building for certain tasks (paying bills, etc.). Digital resources and online services will be available 24 hours a day. Once again, we will route incoming library calls to the four full-time staff members



working from home throughout the week. The website and social media will be maintained and updated regularly and we will explore different avenues for providing digital reference and tech help. Continuing education will prove valuable during this stage, based on job descriptions. The library director will develop a curriculum for employees based on their current duties. Examples include tutorials and training in Microsoft 365 and Google applications, newly purchased software like Blinkist, customer service webinars, and other webinars and training offered by organizations like New York Library Association, American Library Association, and Public Library Association. -Attendance is right in line with what I reported out on last month. The big difference is that I've received fewer requests for things like group meetings. Agreed to discuss staffing issues/changes if we are designated as red zone in closed session.

-I applied for and we should be awarded a \$500 family literacy grant through DLD. This could offset the cost of some things like our Zoom Pro subscription and some of our grab-and-go story time kits. Attendance in the library remains steady. Patrons are comfortable with our covid procedures. No issues to date. Masks continue to be worn and logging time in ect. Seeing 30-50 patrons per day not including lobby only patrons.

Discussed the construction plans to begin in the Spring. Pending signing the contract until determine if any additional costs. Once Jake receives this information will discuss proposed start dates.

On 120920 4Vac conducted walk through Nodines re upgrading system to include UV bulb in all units re power source connected to fans and blowers to treat air. Pending proposal but expect cost to be about \$5500 or \$1100 per unit. Jake has fact sheet why this process helps fight covid. They advised that they are scheduling about 3-4 weeks out to do project so sometime early January.

- Committee Reports
- Friends Presented by Michele Merwarth.  
Friends continue to do fund raising with book sales in the lobby. In October raised \$580, November \$150 and in December working on gift giving books. \$450.

Planning basket raffle for January themed Snow Place Like Home. \$200 value. Tickets will be \$2 for 1 ticket, \$5 for 3 tickets and 7 tickets for \$10. Tickets will be sold on line and also from the face book page. Library will put the Friends face book page on our page and send notice of raffle to members.



- Finance

- Per Pat Dailey per November numbers library continues to operator within structure of the budget. 90% of the construction grant was received and is in the bank. Expects to receive the funds from Jane Amidon's estate by the end of the year. These funds will be moved to deferred revenue 2021.

Annual fund donations received before 2021 will also be deferred.

They have requested investment advisor send recommendations for changes in the library investments. Once received will review and summarize and present to the board.

Pat requested his comments re Martha Lollis be included on our web page. Expect some inflow of funds from memorial donations on her behalf. At the time of the Dec meeting had received about \$1200. Michelle confirmed the amount in the budget for donations from Friends. We will continue to receive funding from Grant, Town of Marcellus and Onondaga Co

Reviewed proposed 2021 budget. Given income stream re levy and fund drive (possibly 10K), the Baker Trust and donation Amidon estate discussed waiving fines. Not collecting fines would not have financial effect on operations. The waived fees would include late fee fines. Charges would continue to lost books and materials. Reviewed the current late fee fine process and missing item process. If patron claims returned missing materials and it can not be located in the library and patron is not a repeat offender the lost item fee is usually waived. Note that the fine waiver would apply only to our library materials and any other library (2/3<sup>rd</sup> of libraries have gone fine free) that has decided to also waive overdue fines. If a library has not waived fines we will collect the overdue fees accordingly. In general if the fee is greater than 20 dollars we send it to the library owning the material and if less than 20 dollars we keep it. It will create positive publicity to go fine free.

Motion was made to go fine free by Shawn. Seconded Beth Anne. Unanimous agreement on vote to go to fine free.

Motion was made to accept 2021 budget. Beth Anne made motion to approve. Seconded by Pat Dailey. Passed unanimously.



- Personnel/Policies
  
- New Business
  - Board continuity.** 8 current board members. No one is currently planning to leave board in January. Board can have between 5-25 members. Beth discussed options re how to increase board membership. Covid has changed everything and affected board function, however, we need a succession plan. Agreed to initiate search for new members in following ways
    - Jake will follow up with people who previously expressed interest
    - Library will post on face book page that seeking new members
    - Post notice inside library that seeking new members
    - Put notice in Eagle Observer
    - Place note in packets for Lobby pickup
    - use staff to identify people who frequently use library to reach out to
    - place notice re new member search in local church bulletins.

Look to increase membership on board to 12 people on a 3 year rotation. Agreed to review bi laws regarding adding board members mid term.

**Holiday Schedule 2021.** Proposed that schedule for closings be same as 2020. Currently library is open weekdays and not on weekends. Motion made by Pat Dailey to approve schedule. Beth Anne seconded. Passed unanimously.

**Annual vote to override tax cap.** Motion reserves the right for library to override tax cap in case need to ask for additional funding for 2022. Motion made by Pat Dailey, 2nded Beth Anne. Approved unanimously.

**Martha Lollis Passing-** Martha spent countless hours while on board to improve the library. She was tremendous to work with. She did toddler story time and solved many book processing issues. Staff really valued her help. Expect funds from memorial donations. Need to think about how to honor her. Possibly with Chamber of Commerce Bridge gap. Address this at annual meeting.

Annual meeting will proceed on last Thursday in January. Meeting will proceed 7pm open to the community and then break and come back for board meeting. Meeting will be hybrid and we will send invitations to large donors, community partners in school and town. No key note speaker this year and attendance will be a question given covid issues. Meeting will give



us opportunity to provide construction update. Jake has access to allow 100 attendees via zoom.

- Questions/Comments from the Public None
- Other Business: Executive session. Board members only to discuss potential employee changes if Marcellus was designated a Red Covid Zone. If designated red zone and staff can not be in the building we would need to consider laying off all part time staff. Any processing of new materials would be handled by Robin and Jake. Stephanie is the only employee currently purchasing health insurance and her job duties extend further than youth services. She conducts home school art classes so recommends she not be considered re any lay off plan. Agreed that no staffing changes should be considered re any red zone classification of 30 days or less. If red zone classification lasted 60-90 days then any lay off would be temporary situation. If library is classified in a red zone we will conduct weekly calls to consider staffing situation.

Re the PPE loan while it is not current forgiven it will likely be forgiven in 2021. If forgiven we should consider passing on the benefits to employees and try to keep them on and revisit any lay offs. Pat Dailey will work to do application for loan forgiveness in next couple weeks. Needs an outside report to complete but will do asap.

- Meeting adjourned 8:30pm. Motion to adjourn Pat Dailey, 2<sup>nd</sup> Beth Anne Piper

**Next Board Meeting Date: Thursday January 28, 2021**