

Elbridge Free Library  
241 East Main Street  
Elbridge, New York 13060  
April 30, 2020

The Quarterly Business Meeting of the Elbridge Free Library was called to order on April 30, 2020 at 5:00 pm. The following members were present for our Zoom meeting: Kathy Long, Kathy Norman, Camille DiSanza, Casey Westby, Cynthia Zainchowski, Lindsay Preston, Bette Tucker, and Julie Clark. Peggy Bennink was absent.

The minutes of the January 23, 2020 meeting were read and approved. A motion to accept the minutes as read was made by Casey Westby and Julie Clark seconded the motion. The Board unanimously approved of the motion.

#### Director's Report

Kathleen Long, the Board of Director's President, made a motion to appoint Camille DiSanza Elbridge Free Library's new Director. Cynthia Zainchowski seconded the motion and a vote was then taken by the entire Board. Approval of Camille's position was unanimously approved.

Camille reported that there had been 4532 check outs in the last quarter. That is down by 2000 but is to be expected due to the Covid 19 quarantine. Hoopla has gathered 8 new patrons. A total of 76 patrons have borrowed 72 items.

A new door was ordered and delivered. It will be installed on the former used book room which has been cleaned out. Ideas for the use of the room are still percolating. The bill for the door has gone to the Village of Elbridge. We must check with Fred Weisskopf as to the status of the bill and its installation. Cynthia Zainchowski made a motion to accept the director's report and Casey Westby seconded it. The motion was unanimously approved.

#### Treasurer's Report

Julie Clark presented and explained the profit and loss statement as of March 31, 2020. She then displayed the balance sheet and compared our March 31, 2020 figures to March 31, 2019. Cynthia Zainchowski made a motion to accept the report and Casey Westby seconded it. The report was unanimously approved.

#### Program Report

Because of the Quarantine, no programs have been held. All libraries in Onondaga County have had to cancel all group programs. Bette Tucker has ideas for the summer however. Bette wants to give out bags, perhaps canvas, and place activities and a book in each bag. The children would take them home and keep everything that was placed in the bag. This would continue for 7 weeks. The children would come to the library and refill their bag each week. A reading record would be kept. The books and the activities would vary according to the age group for which they are intended. Bette said that she had \$1500.00 last year for the summer programs and that this money could be used for the bags and books and activities. Bette wants blank bags so that the children can decorate them as an activity for the first week. Paints would be put in the bag for that purpose.

The Fairy Garden will continue to be expanded this summer. Money will be allotted for mulch to be placed in the garden.

We will need a Summer Reading Program sign to be placed in the window to advertise the program. OCPL has online programs for summer reading and it has a tracking link. Casey

Westby and Lindsay Preston said they could keep track of participation and this would be added to the annual report.

#### Old Business

Our window cleaning and brighter bulbs request from the Village of Elbridge has not been done.

We have decided to table the Annual Garage Sale fundraiser in response to the Quarantine and social distancing restrictions. Camille will talk to the village about its prospect.

The paid staff substitute position has been tabled as well.

Everyone is thrilled with the Library's improvements and it's new look. Many thanks to the staff! Unfortunately, Staff Appreciation night has also been postponed.

#### New Business

We discussed the replacement of the circulation desk. We plan on dedicating the new desk to Karen White. We will use the money donated in her memory to purchase the desk. Camille has reached out to a woman she has worked with before who consults with clients on their wants and needs. Camille wants the staff to make suggestions.

A new payroll company is being considered. Although our current company, Paycheck, has given us a 30% discount, they still charge about \$300.00 for the end of year statements. Kathy Long made a motion that Camille DiSanza be given the authority to contract with Premier Paycheck. Kathy Norman seconded the motion and it was approved by all voting members.

The Library has requested and received the Paycheck Protection Plan. Because of this loan/grant, we can reduce our funding from the school district. We will get the same amount of money as last year. There will be no increase from the taxpayers. Kathy Norman made a motion that we inform the school district that we do not want to ask for an increase in funding from the taxpayers. Cynthia Zainchowski seconded the motion and by vote, it was agreed to unanimously.

The Library's credit card is in Karen White's name. This has to be changed and the accumulated points have to be spent before we close it out. The points are worth \$1086.00. This could be put towards the new circulation desk.

To help families teaching their children at home, it was decided that we would donate \$100.00 to be used for school supplies. These could be delivered to families along with the lunches that the school district is providing.

We need to change the names on the signature cards at M&T. This includes the checking, savings and memorial accounts.

Camille DiSanza attended an OCPL meeting on April 23, 2020. She brought back information regarding the regulations we should be following now and in the future. There is to be no programming in house until further notice. No fines will be given until June 30, 2020. There is a temporary virtual library card available through OCPL. When OCPL does open, it will be in stages. First, custodial staff only followed by staff fulfilling holds, and then staff present limited hours for specific ages. No kids hours will be included. When we open, we will not be getting deliveries from OCPL.

Lindsay Preston and Casey are interested in doing a virtual story hour. Lindsay brought up the inclusion of a Story-walk. We discussed the viability of this and decided against it at the moment.

Staff pay increases were discussed and agreed upon. They will become effective April, 2020.

Kathy Norman made a motion to adjourn the meeting. Cynthia Zainchowski seconded it and the motion was unanimously agreed upon.

Respectfully submitted,

Kathleen Norman, Secretary