

Elbridge Free Library
241 East Main Street
Elbridge, New York 13060
October 22, 2020

The Quarterly Business Meeting of the Elbridge Free Library was called to order on October 22, 2020 at 5:00 pm. The following members and staff were present: Kathy Long, Casey Westby, Camille DiSanza, Lindsay Preston, Julie Clark, Cynthia Zainchowski, Kathy Norman, Bette Tucker and guest, Jason Parkman.

The minutes of the July 9, 2020 meeting were read and approved with two corrections. Cynthia Zainchowski made a motion to approve the corrected minutes and Casey Westby seconded the motion. The Board unanimously approved the motion.

Director's Report

Camille DiSanza reported that all fines have been waived for the entire year. Due to Covid-19 and the subsequent shut down of the library followed by shortened hours, circulation is down. Hoopla is up by 1. The staff has continued to buy library materials in keeping with the latest trends, authors and requests. Since March, patrons have been able to borrow books and either pick them up curbside or have them delivered. The reopening with shortened hours and limited number of patrons allowed in at one time has given the community greater access to our services.

The vent covers were cleaned by the Village of Elbridge and HVAC filters were replaced. We are waiting for a quote from the Village for the duct cleaning. Fred Weisskopf cleaned the ceiling fans and Peter LaDoucer cleaned the plant bed on the side of the library. Peter suggested that the bed be cleaned out in the spring because of the poison ivy that is present there along with bushes and vines that are growing into each other and up the side of the building.

In November, the Library was considering adding to the number of hours we would offer the public but as there is now an increase in the Covid-19 numbers, the open hours will remain the same. The Knitting Club has been meeting in the library since October. They bring their own chairs, and follow all the required safety protocols.

Program Report

Bette Tucker reported that the take home bags have been successful and enjoyable. 62 bags have been picked up by families. The bags include crafts with all the necessary materials. Bette would like to continue with this program as it keeps us in contact with the parents and the children.

Joan Quigley has been distributing craft and activity bags to the younger children in our area. Thanks to Bette and Joan.

Casey Westby recorded several story hours that Joan Quigley and Lindsay Preston read and these readings were then posted to Facebook.

1000 Books Before Kindergarten continues. We had two more children reach the goal of 1000 books read and one child is close to 2000.

Programs for Autumn include an outdoor Pumpkin Walk, an outdoor Christmas program, take home crafts and a new project for the quilting club. The classes for the Quilting Club may be virtual depending on the severity of COVID-19 in our area.

Jason Parkman, the new Town Historian, attended the meeting with a request that he be allowed temporary storage of the historical records in the library while an internet cable and a

fire escape are installed in the Historical Room. Mayor DeCola has given him permission to run the cable. The Fire Chief, Paul Czarnecki, wants a fire escape installed in the room. Kathy Norman made a motion to allow Jason Parkman on behalf of the Historical Society, temporary storage space in the library and permission to install an internet connection. Casey Westby seconded the motion and it was passed unanimously.

Treasurer's Report

Julie Clark reported that our PPP loan from the Government for \$10,670.00 will become a grant as it will have been spent within the 20 week time frame and it was spent on keeping the staff employed and the building in operation. The application for forgiveness has not been completed due to government indecision.

Julie then went over the Profit and Loss Statement and the Balance Sheet. The library's operations remain favorable to the budget. Cynthia Zainchowski made a motion to accept the report and Casey Westby seconded it. All approved.

Old Business

The hours that the library is open to the public has changed due to the pandemic. At present the hours are 10 AM until 2 PM on Monday, Wednesday, Friday and Saturday and 4PM until 7 PM on Tuesday and Thursday. This may change as the number of positive Covid 19 cases in our area increases or decreases.

The new circulation desk will be built by Mr. Steve Walburger. It's cost is \$4,750 and construction will begin in late November. Samples for the counter top color are here for us all to peruse. The old desk will be removed and taken away. Matt Brehaut will complete the electrical work.

Food Truck fundraising event is on hold until spring. Camille contacted several and they were all booked. She is looking into booking Bold Coast Lobster Co. for a springtime fundraiser. They will contact Camille with details and available dates. In the meantime, Rinaldo's and Dimitri's were contacted. Rinaldo's never replied. Dimitri's has agreed to a fundraiser. They will donate \$5.00 for every large cheese pizza sold on a designated date. We will advertise with newspapers, flyers and social media.

In coordination with Friends of Jordan Bramley Library, we collected school supplies at Elbridge Free Library. The Elbridge Elementary Principal stopped to pick up the last of the supplies. We look forward to working with her and the school.

Casey Westby suggested a fundraising mailer to be sent out in the spring.

In honor of Karen White, the library has been given \$2145.00. We have also received \$455.00 in honor of Jack Horner.

Staff appreciation night is again on hold due to limited social contact.

New Business

Our BJ's membership expires in November of 2020. Since we do not use it to purchase anything for the library anymore, it was decided that the membership be cancelled.

New York State has a new law (5-99) concerning sick leave. Employees get one hour of paid sick leave for every 30 hours worked. Employees will need to keep a time sheet of hours worked both at home and at the library. Kathy Long made a motion that we accept the law as written. Cynthia Zainchowski seconded the motion and it passed unanimously.

Policy and Procedures need to be updated. Casey Westby will put the mask regulation on our website. A safety plan has to be sent to the State of N.Y. by 1/1/21. In this plan we need to include who would be the essential employees and what we would do in the event of another emergency situation. This would include the closing of the library.

The annual meeting will be held January 21, 2021 at 5PM. We can invite guests and have them participate via Zoom. The guests will have to send their email addresses to the library so that we can then send them the link to the Zoom meeting.

Facilities report

Peter Ladouceur will be sent a \$50 Visa card for the work he did in the garden by the side door.

The copy machine requested by the director needs to be one that has the service and toner included in the price of the machine.

A motion to adjourn was made by Cynthia Zainchowski and seconded by Kathy Norman. All voted in favor of adjourning.

Respectfully submitted,

Kathleen Norman, Secretary