

Elbridge Free Library  
241 East Main Street  
Elbridge, New York 13060  
July 9, 2020

The Quarterly Business Meeting of the Elbridge Free Library was called to order on July 9, 2020 at 5:00 pm. The following members were present: Kathy Long, Casey Westby, Camille DiSanza, Kathy Norman, Peggy Bennink and Julie Clark. Cynthia Zainchowski was absent.

The minutes of the April 30, 2020 meeting were read. Peggy Bennink made a motion to approve the minutes as read and Casey Westby seconded the motion. The Board unanimously approved.

#### Director's Report

Camille DiSanza presented the Patron Code of Conduct that the library is presently using. The addition of the use of face masks has been added to protect staff and patrons during the Covid-19 Pandemic. The Board is to decide after reading the Code if we should change anything. Camille also included a statement listing the expenses the library has incurred in order to open up the library safely and in accordance with State regulations. Both documents are attached. Camille DiSanza has emailed Mayor DeCola about the fact that some of the air duct filters are too high. Casey Westby and Lindsay Preston have thoroughly cleaned the library and submitted the bill to the village.

#### Treasurer's Report

Julie Clark reported that our PPP loan from the Government was \$10,670.00. It would be repaid to M&T but as it will be spent within the 20 week time frame, it will become a grant.

We are staying with Paychecks because after Camille DiSanza talked with them, they agreed to lower our fee. Premier Payroll was being considered. Julie Clark then presented the explained the profit and loss statement as of June 30, 2020. She then went over the Balance Sheet which indicates that the Library's operation remains favorable to and in compliance with the budget. A motion to accept the report was made by Kathy Norman and seconded by Casey Westby. The motion was approved by all.

## Program Report

Bette Tucker's Take Home Bags have been a successful and much appreciated program. This summer program for children started July 1, 2020 and 60 kits a week are being distributed. Many new children have enrolled.

## Old Business

Staff Appreciation night has again been postponed. We hope to be able to gather together in September or October.

Jack Horner, our past treasurer, recently passed away. Camille sent the family a fruit basket from WEGMANS on our behalf.

Casey Westby will post on our website and Facebook the passing of Karen White and the appointment of Camille DiSanza as the new Director of the Elbridge Free Library.

The windows have been cleaned by Bill Kelly. The cost was \$200.00 but we were given a \$100.00 donation.

The replacement of the circulation desk is progressing. Steve and Dennis Walburger from Jordan are going to build one to our specifications. Maple was recommended and it will be in the shape of an L. It was suggested that Matt Brehaut be hired by us to do the electrical work. The desk will be dedicated to Karen White who passed away on March 14, 2020.

The Library's credit card bonus points will be used to pay library purchases. It will be left alone for the time being.

As library funds cannot be used for donations to another entity, we will not buy back to school supplies for local families. Instead, we can make a personal donation of supplies and drop them off here at the library.

Because of COVID-19, the annual garage sale usually held in July has been cancelled.

Staff pay increases went into effect in May.

## New Business

New procedures for the opening of the Library began on July 6, 2020. The reopening procedures are attached. Our staff hours will be maintained but patron hours will be limited. Monday, Wednesday, Friday and Saturday hours for patrons will be 10 am to 2 pm. Tuesday and Thursday public hours are 4 pm to 7 pm.

Curbside pick up was appreciated and seemed to go well.

A Food Truck fundraiser for fall was discussed briefly. We need to continue contemplating.

A new copy machine is needed and ideas on the different types were discussed.

Dates for future meetings are:

October 22, 2020 at 5:00 pm

January 21, 2021 at 5:00 pm

Casey Westby made a motion to adjourn the meeting. Peggy Bennink seconded it and the motion was carried unanimously.

Respectfully submitted,

Kathleen Norman, Secretary