

# Mooers Free Library

## Board of Trustees Meeting

Tuesday, May 19, 2020 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:27 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Jenn McIntyre, Art Menard, Patty Gaudreau, Erin Streiff, and Library Director Jenny Lavigne.

**\*\*Due to Covid-19 meeting was held via Zoom**

### **Adoption of Agenda**

Art Menard made the motion to adopt the agenda. Seconded by Erin Streiff.

### **Secretary's Report:**

Jenn McIntyre made the motion to adopt the report. Seconded by Art Menard

### **Correspondence**

No correspondence

### **Director's Report**

See attached.

### **Treasurer's Report**

See attached

### **Old Business**

- a. Construction Grant - Jenny received an email from the state. The final expense report (\$10) is still under review.
- b. Mooers Library Sign - We are currently waiting for JP signs to reopen and Patty will check on the status of the sign being made when it reopens.
- c. Trees along driveway bordering Evans property - It was decided that before we plant trees we need an outside water faucet. Art is going to see if that is something Gerald LaValley is able to install.
- d. Water system - Jenny received the report for CCHD - after the report is looked at, we can select the proper water treatment for the library.  
Art Menard made a motion to spend no more than \$1500 for a water treatment system. Seconded by Jenn McIntyre

## **New Business**

a. Summer Reading Program - is cancelled due to Covid-19. Jenny will continue with her online read alouds. She will have an informal program with reading via facebook with different ideas/activities for children

b. Reopening plan - see attached sheet. Jenny will post this on our facebook page to let patrons aware of the different steps for reopening the library

Art Menard made a motion to accept the reopening plan. Seconded by Erin Streiff

C. Purchasing PPE - Jenny was given permission to purchase what is needed for safe reopening of library - hand sanitizer, gloves, and masks. Art will see if Gerald LaValley is able to build a standing plexi-glass wall for the director's circulation desk.

## **Public Discussion**

No community members present

## **Dates of future meetings**

Next meeting is on June 16 @ 5:15 p.m.

## **Adjournment**

Patty Gaudreau made the motion to adjourn at 6:13 . Seconded by Erin Streiff.

Minutes by Patty Gaudreau - secretary



**Mooers Free Library  
Financial Statements  
Mat 19, 2020**

<b>Public support &amp; Rev.</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Since Last Mtg</b>	<b>2020 Year to Date</b>	<b>42%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,000.00	\$ 10,000			0%
3. Gifts and Donations	\$ 800.00	\$ 2,000		100.00	5%
4. Local Library Service	\$ 1,619.00	\$ 1,749			0%
5. Copier Usage		\$ 100		10.00	10%
6. Library Charges	\$ 182.80	\$ 50		3.35	7%
7. Sale of Books		\$ 100		3.50	4%
8. Fundraisers	\$ -	\$ 2,000		200.00	10%
8a. Other Income, Reimbursement	\$ 64.28				
9. Bank Interest	\$ 1.53	\$ 1	\$ 0.16	0.76	76%
<b>10. Total Revenue</b>	<b>\$ 27,667.61</b>	<b>\$ 31,000</b>	<b>\$ 0.16</b>	<b>15,317.61</b>	<b>49%</b>

<b>Expenses</b>	<b>2019 Actual</b>	<b>2020 Budget</b>	<b>Since Last Mtg</b>	<b>2020 Year to Date</b>	<b>42%</b>
11. Librarian's Salary	\$ 14,336.62	\$ 16,900.00	\$ 1,104.29	\$ 5,521.45	33%
12. Payroll Taxes (FICA, etc)	\$ 4,132.47	\$ 4,475.00	\$ 308.46	\$ 1,541.80	34%
13. Substitute Staff	\$ -	\$ 300.00			0%
14 Accounting Fees	\$ 607.92	\$ 665.00	\$ 55.08	\$ 275.40	41%
15. Book Purchases		\$ 1,000.00		\$ 70.00	7%
16. Automation Contract	\$ 808.92	\$ 825.00		\$ 849.37	103%
17. ICICILL-ICEPEC License	\$ 140.00	\$ 150.00			0%
18 Movie Licensing	\$ 20.00	\$ 150.00			0%
19. Postage		\$ 25.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 46.00	\$ 150.00			
22. Fuel	\$ 1,098.96	\$ 1,800.00		\$ 1,277.10	71%
23. Electricity	\$ 889.37	\$ 1,000.00		\$ 256.23	26%
24 Building Repairs		\$ 250.00			
25. Program Supplies, Misc.	\$ 374.74	\$ 750.00		\$ 8.64	1%
26. Telephone/Internet/Web	\$ 623.55	\$ 335.00	\$ 28.13	\$ 200.18	39%
27. POB Rental	\$ 120.00	\$ 125.00		\$ 120.00	96%
28, Insurance D&O/WorkComp/DB	\$ 1,962.29	\$ 1,800.00		\$ 1,295.59	72%
29, Trash Removal	\$ 280.00	\$ 300.00		\$ 90.00	30%
29a. Snow Removal					
30. Funds set aside for Reserve					
<b>31.Total Expenses</b>	<b>\$ 25,440.84</b>	<b>31,000</b>	<b>\$ 1,495.96</b>	<b>\$ 11,505.76</b>	<b>37%</b>
<b>32. Excess or Deficit</b>	<b>\$ 2,226.77</b>	<b>\$ -</b>	<b>\$ (1,495.80)</b>	<b>\$ 3,811.85</b>	

Check balance as 5/14/20	\$ 17,810.57
Balance, Construction Acct.	\$ 10,086.48
Friends of the Library acct.	\$ 956.64
<b>Total</b>	<b>28,853.69</b>

## **Director's Report May 19, 2020**

The Public Library Association and Microsoft were offering a Wi-Fi access micro-grant to libraries to help patrons without Wi-Fi access. I filled out the form thinking we could put an access point in the parking lot to boost our signal but I have yet to hear back.

We did not receive the libraries transform communities grant

Awhile back CEF received grant funding for theatre shows for the summer reading program so I put in a request for it. Due to COVID-19 the show is now being done virtually. The Traveling Lanterns Theatre Show "Legends and Myths of Mount Olympus" will give us an access to code to give to patrons that will be good for 1 week and I selected the week of June 7<sup>th</sup>.

I've still been uploading story time videos which seem to be doing well. I did post some more book talks but I put them on the back burner to focus on writing a reopening plan.

I also did a virtually knitting/crochet circle. 2 or 3 people showed up and I want to try and do another one at some point.

This is probably obvious but e-book usage has more than doubled from last year at this time

I've also been attending weekly zoom meetings for the library system to discuss reopening and any issues or concerns. So, if there is anything you want me to bring up let me know.



# Mooers Free Library Reopening Plan

As of May 18, 2020

**\*\*All dates and phases in this plan are subject to change\*\***

Established Protocols for the duration of the reopening plan:

- Staff will do a daily symptom check and will not report to work if it is determined that they have developed symptoms of COVID-19. If this happens the library will again be closed to the public
- Mandatory mask use and social distancing protocols must be followed in the building
- All returns must be done via the book drop box. The returned materials will be quarantined for a minimum of 3 days and be wiped down with disinfectant when applicable.
- Make all calls for requested items before providing any services
- Periodically the circulation desk and high traffic areas will be wiped down with sanitizer
- Once open to the public staff will scan library cards while the patron holds it
- Staff will wash hands before and after handling of materials
- Multiple hand sanitation stations located throughout the building
- All other protocols and tasks as assigned/determined by the library director

Phase One: Only staff return to building

Estimated to take place May 19, 2020-May 29, 2020

- Limited days and hours
- Facility remains closed to the public
- All surfaces cleaned and sanitized
- Staff can begin to complete job specific tasks
- The MFL will begin to explore alternative delivery methods for library materials

Phase Two: Opening of Selective Services

Estimated to take place June 2, 2020-July 3, 2020

- The building remains closed to the public
- Reduced days and hours of operation
- Reference services available by phone and email only during select hours
- The MFL will provide "Curbside/pick-up" service of requested in house materials during set hours
- Patrons must wear a mask if taking part in "pick-up" service
- No volunteers allowed in building
- No programs or meeting room use in the building at this time
- No public access computer use
- Rest rooms will not be open to the public

### Phase Three: Return to Regular Hours of Operation

Estimated to take place July 6, 2020-August 1, 2020

- Building remains closed to the public
- Reference help available by phone and email
- "Pick-up" service available for all in-house library materials
- No programs, meeting room use, public computer use
- Restrooms remain closed to the public
- The MFL will begin to work on limited ILL outreach and coordinated services

### Phase Four: Protocol Operations for Reopening to Public

Estimated to take place August 3, 2020-September 5, 2020

- Selected areas of the building reopened
- Social distancing guidelines mandatory for everyone entering the building
- Mandatory mask use for everyone entering the building
- Volunteers allowed to enter the building
- A cap will be set on the number of people allowed in the building at one time
- Browsing of shelves and stacks for self-selection of materials available to public but should be done in a timely fashion

-The MFL is open for the selection and check out of books and materials only, all chairs, desks, tables, and toys will be prohibited from being used by the public at this time

-No loitering within the building

-No programs or meeting room use at this time

-No public access computer usage at this time

-Rest rooms reopened to public use

-Limited ILL and coordinated service as available

#### Phase Five: Full Operation (Dependent on directives from New York State)

Estimated to take place September 8, 2020

-Return to pre-March 16, 2020 MFL services and programs