



# Harborfields PUBLIC LIBRARY

## Board of Trustees Regular Meeting

June 25, 2020 @ 9:00 a.m. via Zoom Conference

**Board Members Present:**

David Clemens, President  
Joyce Hilgeman, Ph.D., Vice President  
Ellen Rieger, Finance Officer  
Jenny Shore, Secretary  
Renee Boyer, Trustee

**Director:**

Carol Albano

**Assistant Director:**

Ryan Athanas

**Absent:**

Cristina Spinelli, Treasurer

**PLEDGE OF ALLEGIANCE & REFLECTION**

The meeting was called to order at 9:02 a.m. by Mr. Clemens, President, and a recorded transcription was made available to the public via interactive link on the library’s website following the call.

**PUBLIC PARTICIPATION**

Under NYS Executive Order 202.2, due to the current state of emergency, there is no public participation on this call, but members of the community may feel free to e-mail questions or concerns to the library (info@harborfieldslibrary.org) or directly to members of the Board of Trustees and a response will be issued in a timely manner.

**CALL FOR NEW BUSINESS**

- Please remove the “July 3<sup>rd</sup>, 2020” new business item from the agenda
- Welcome Back Procedures Poster/Handout

**APPROVAL OF MINUTES**

Motion by Mrs. Rieger to approve the minutes of the regular meeting of May 28, 2020, as presented.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**FINANCIAL REPORTS**

Motion by Mrs. Rieger to approve the financial reports for the period ended May 31, 2020, as presented.

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Motion by Mrs. Rieger to approve the payment of the following Warrants for the period ended June 25, 2020;

Supplemental Warrant, dated May 31, 2020, in the amount of \$256,763.99, as revised.

Warrant 6-20-1 \$ 151,177.23

Warrant 6-20-2 GIFT \$ 1,600.00

Warrant 6-20-3 DEBT SVC \$ 1,250.00

Warrant 6-20-4 TAN’s \$3,029,266.67

Second, Dr. Hilgeman.

AYES: ALL. Motion carried.

Mrs. Spinelli, Treasurer, reviewed the financial statements & warrants through June 25, 2020, the bank statements through May 31, 2020, and the payroll records for May 29, June 6 and June 26, 2020.

**DIRECTOR’S REPORT**

- The staff was provided with individual bags which contained PPE items as needed for reopening and staff has been trained on safety precautions and protocols for dealing with the public. Mrs. Kantianis also purchased cloth masks from the Mask Maven in Huntington and provided them to our staff. We are reopening to the public on July 6, 2020.
- Mrs. Albano thanked Mrs. Wickers and the entire Circulation staff for their hard work and dedication to our patrons for preparing holds, returns and curbside delivery items. There were more than 12,000 items checked out prior to the closing of the library. Additionally, inter-library loans (ILL’s) are resuming this coming week, June 29, 2020.
- Mrs. Albano noted that the curbside pick-ups have been busy with 40-60 pick-ups per day and patrons are very positive and grateful that the library is offering this service, which may continue for many months. Our security staff has been instrumental in helping facilitating this service.



## DIRECTOR'S REPORT (Continued)

- Mrs. Albano complimented all of our librarians for handling the many calls for reader's advisory and general patron questions.
- Our official reopening is on schedule for July 6<sup>th</sup> and we are looking forward to welcoming patrons back into the building.
- SCLS has returned our 3D printer after using it to print shields for first responders and medical staff.
- A team of local doctors has offered to provide face shields for any staff member who feels that they may want the extra protection, and SCLS has provided us with some of the extra shields that were printed for staff use as well.
- Mrs. Rieger specifically complimented the staff on providing the "webchat" option for patrons, where they can request to speak with a librarian through our website portal. Librarians hear a doorbell sound, which prompts them to engage in the chat.
- Mrs. Shore also commented on the amazing level of service offered with remote printing. Patrons can put in a request to have their documents printed at the library and can then pick-up their items via curbside delivery.
- All soft seating has been moved to the small meeting room of the library in order to protect our patrons by preventing contamination of items that cannot be easily disinfected.

## ASSISTANT DIRECTOR'S REPORT

Mr. Athanas deferred to his written report.

## STATISTICS

Mrs. Rieger commented on the great use of OverDrive and hopes that those numbers will continue to be encouraging.

## DEPARTMENTAL REPORTS

The Board discussed the Departmental Reports.

## PERSONNEL REPORT

The board reviewed and asked questions regarding the (2) Personnel Reports for March 26, 2020 (presented 6/25/20) & June 25, 2020.

Motion by Mrs. Rieger to accept the resignation letter from Faith Godfrey dated June 17, 2020, as attached.

Second, Mrs. Shore. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to accept the (2) Personnel Reports dated March 26, 2020 & June 25, 2020, as attached.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Mrs. Albano hopes that we can recognize the retirements of both Diane Lesniewski and Stephanie Knepper in the coming months with a small staff celebration while maintaining social distancing and safety protocols.

## EXECUTIVE SESSION

Motion by Dr. Hilgeman to move into Executive Session at 9:35 a.m. to discuss the employment history of (2) employees.

Second, Ms. Boyer. AYES: ALL. Motion carried.

Motion by Dr. Hilgeman to return to the regular order of business at 9:42 a.m.

Second, Mrs. Rieger. AYES: ALL. Motion carried.

Motion by Mrs. Shore to accept the requests as outlined in Mrs. Handler's & Mrs. Schnepf's letters as covered under the Families First Coronavirus Response Act (FFCRA).

Second, Dr. Hilgeman. AYES: ALL. Motion carried.

## CORRESPONDENCE

There was no correspondence this month.

## OLD BUSINESS

There was no old business to discuss.

## NEW BUSINESS

### ACCRUED VACATION TIME

Due to the pandemic, staff members were unable to use their vacation time because they were not allowed to travel during the mandated stay-at-home period and due to travel limitations. The board discussed allowing the staff to have an extended period to utilize these compensated absences rather than lose those days.

Motion by Mrs. Rieger to allow the staff to carry any vacation days that exceed the maximum of (24) allowed under the current policy, until September 30, 2020, at which time they may not have more than one year's earned vacation leave accumulated.

Second, Mrs. Shore. AYES: ALL. Motion carried.



**WELCOME BACK PROCEDURES – POSTERS & HANDOUTS**

Mrs. Albano discussed the “Welcome Back” procedures as attached. In addition to those outlined, Mrs. Albano also discussed how these procedures will be enforced once the library is reopened to the public. Mrs. Rieger recommended that these procedures be prominently displayed with “tented” signs throughout the library, as well as through posters that will be visible in all areas of the library. Mrs. Albano noted that staff has not only made calls, but will be greeting patrons when they enter and postcards with these procedures will be provided to patrons for reference. Hand sanitizer stations will be positioned throughout the building and masks will be provided to patrons arriving without a mask.

Motion by Dr. Hilgeman to adopt the “Welcome Back” procedures and re-entry guidelines as attached.

Second, Mrs. Shore.

AYES: ALL. Motion carried.

**BUDGET VOTE**

The Board congratulated Ms. Renee Boyer on her successful run as candidate and noted that the library is grateful to have Ms. Boyer serve for a five-year term. The board also thanked Mrs. Sharon Whelan for her expertise in conducting a successful Budget Vote and Trustee Election for the school, and Trustee Election for the library, via absentee ballot. Additionally, the board discussed the expenses related to the advertising of the vote, the printing and mailing of ballots and corresponding envelopes, and the postage required to facilitate the sending & returning of ballots. Since the library participated in this process by including their Trustee election proposition on the ballot, the Harborfields School District has requested that we pay for one-third of the related expenses, and has provided an invoice as such for \$6,957.33.

Motion by Mrs. Rieger to approve the payment of \$6,957.33 to the Harborfields School District to reimburse them for the expenses related to the June 16, 2020 Budget Vote & Trustee Election, which included the library’s Trustee Election proposition.

Second, Ms. Boyer.

AYES: ALL. Motion carried.

**PUBLIC PARTICIPATION**

There was no public participation.

**ADJOURNMENT**

Motion by Mrs. Shore, seconded by Mrs. Rieger, to adjourn the meeting. There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Katherine Rath for  
Jenny Shore, Secretary