

Community Library of DeWitt & Jamesville June 18, 2020 Board Meeting

Present: Max Ruckdeschel, Anthony Marrone, Melinda Dermody, Doug Arena, Dominique Ricciardelli, Doug Arena, Ping Cong, James Trevvett

Not Present: Robin Young, Jill Enright, Lisa Moore

Also Present: Wendy Scott

Meeting called to order at 5:32

Approved Minutes of February Meeting

Motion to Approve: Silvia

Seconded: Doug

All in attendance approved.

Approved Minutes of May 21 Meeting

Motion to Approve: Dominique

Seconded: Melinda

All in attendance approved.

Director's Report:

2000 items returned. Emptying the book drop three times a day. We received thirty-two bins from County. We are also dealing with the order backlog. We checked in over a 1000 items so far. We had eighty appointments as of yesterday. We've cleared existing holds and are working on 200 holds released from OCPL. There are 40 holds that cannot be processed due to holds being out or in quarantines. All but three appointments were kept or rescheduled. Saturday collection times will start. Book bundles by theme are starting next week for children and then for adults the next week. Phase four would be bringing people in the building. Considering it to be by- appointment. We are considering opening to public presence in mid-July.

Doug: How are you dealing with staffing?

Wendy: We are working at the 50%

Doug: Would increasing the staff help?

Wendy: We can add staff by expanding hours. The librarians are busy with online offerings. Adding pages would help to increase.

Melinda: Is the 50% at any given time? Wendy: Yes. 50% of your total FTE at any given time.

Barb: Would a VPN help? Wendy: No due to security.

Crouse Health (Help people) is working with the staff. The program cost \$500 total a year. Employees and their families have access to counselors. They can work with staff for performance issues and

concerns related to Covid. They can also handle traumatic events. This would have been useful after the accident.

Summer reading program. Virtual Summer Reading Program will start June 29th. We will be using a program called Read Squared. That is the same program that OCPL is using. There are better programs but we will have to evaluate that next year.

In May 70 events with 1775 participants.

New ESL group started online.

New event guide is out. We will include the hard copies in the bundles. Our other stats are not great. The impact of Covid is affecting all libraries. All the libraries have passed their budget propositions.

Doug: Should we read into the results relating to libraries asking for increases?

Wendy: I would have to look into the numbers and I don't know what the levy increase percentage were.

Treasurer's Report: Jaimee:

Looking at May, this is the first budget period that you see the adjusted budget. We are very favorable to the budget right now. May income was \$4800. YTD \$39000 to the positive by \$14000 compared to this time last year. We had some surprise costs but are doing well because of the shutdown.

Doug – glass update: Closed out some open items on the punch list and getting copies of the glass certifications. We just need to finalize the \$15000 cost.

Max: Everything was fixed

Doug and settling up with our attorney to close this out.

Max: Spoke with James and Wendy to try to do some sort of Strategic planning. We will not be able to do the board retreats or public forums that we were planning. Wendy has not heard back from our consultant.

Max: Hopefully, we will be able to move forward with this soon.

Dominique: Thank you for mailing. The kids are excited.

Wendy: I think the school librarians have been more receptive.

Melinda: Any information about the treasurer candidate?

Max: They were interested when they retired. Will reach out again closer to the end of July. They have Jaimie's information too.

Motion to Adjourn: Doug

Seconded: Dominique

The meeting was adjourned at PM.

Minutes for this meeting will be approved at the July 2020 Board Meeting.