

# SPLD Board of Trustees Meeting 6 23 20

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## SUMMARY KEYWORDS

library, grant, people, lisa, construction, year, book, overdue fines, talking, check, july, items, building, fine, money, project, return, report, dld, children

## SPEAKERS

Ellen Dello Stritto, Meg Vanek, Nancy Karpinski, Unknown, Multiple voices, James Handley, Larry Liberatore, Lisa Carr, Russ Harkins

**E** Ellen Dello Stritto 00:05  
So why don't you give us a little little report? Lisa, how's it going? Since the since the opening with the...hi, Jim, thank you.

**L** Lisa Carr 00:15  
Um, it's going, it's going really well. I mean, we've had our, our bumps in the process, but in general, it's, it's been going well, people are so grateful that people have been so happy and saying, Oh, I'm so glad. And I, you know, I missed the library so much. And one of the things that we're doing is, oh, here's me, it's good. Um, is Kathleen Sherman is calling our older patrons that have active library cards, and just saying, you know, the library, we're in our buildings not open yet, but we do have this service where you can check things out and just try to explain about it. And a couple of people started crying when she talked to them, about how much they they miss library, or they really rely on coming in. And they're asking after all the staff and, and they're just so happy that, you know, that they're getting that they were getting contacted today that the library has these, this new service,

**E** Ellen Dello Stritto 01:27  
She's really the perfect person to do that, making that phone call, isn't she?



Lisa Carr 01:31

Yes, she is the perfect person. Yeah. Hi,



Ellen Dello Stritto 01:36

We've just started going out very little ourselves. And the mask just hides everything and you don't know who you're seeing or who you're going by? And, yes, my observation is, most every person is in wherever to do business and not to chat. And they're just about whatever they got to do, and in and out. So we've all missed socializing.



Lisa Carr 01:59

Yeah. I was at the farmers market on Saturday morning, and I saw Kim Viscardi. And she, she said, she got one of the phone calls from Kathleen. And she said, Oh, that was so wonderful to hear Kathleen from the library call to tell me what's going on. So that was that was a nice, you know, it came around that I heard it from a patron.



Ellen Dello Stritto 02:24

So that's great. That equals Great.



Russ Harkins 02:26

That's great PR. That really is.



Ellen Dello Stritto 02:28

It is Yeah.



Lisa Carr 02:29

And it's um, it's allowing Kathleen to have a job to do something that she's super good at.



Ellen Dello Stritto 02:35

Right. Very good at it. Yep. Lovely. Hi, Meg.



Meg Vanek 02:42

Hello.



Lisa Carr 02:42

So there is no, I never sent out the directors report somehow. I think it's still in my draft in my email. And so we would, Russ said, let's talk about whatever your report would be, and how's it going to do our library takeout. And I want it to run some numbers. I haven't done that yet. But I'll get those out to you. It's been super steady. We're doing we're doing a lot of business every day. Last week, I made the decision to quarantine for seven days, instead of the three days that we were doing based on information from the Northeast Document Conservation Center. And then just yesterday afternoon, the REALM study, which is Battelle labs, and some library in New York City. And using a grant from the government, they were testing how long does the virus live on common library materials under a variety of conditions. And they released their first set of findings and they said, No, no virus particles were found alive on library materials. After three days, some of the materials was one day, some was three days. So we're going back to quarantining for only three days. Which is good. Yeah. So it's good, good information. There's, I'm learning something new every day.



Ellen Dello Stritto 04:22

Right,



Lisa Carr 04:22

um, I had to re record the closed message because people were confused about a lot of people are confused about our limited hours, not understanding that



Ellen Dello Stritto 04:36

They are different.



Lisa Carr 04:37

They are different. And we're saying I don't want to say our new hours are because I don't want people to think we're actually open. You know, you can come and pick up your folds between these times. But it's not like you can come in Come in. I don't want to give that false impression. Um so that's really it. We've been trying to get used to what does this mean and make adjustments as we go along. And I was telling Russ before everybody else signed on that, looking at what does it mean, to get to our next stage? You know, what are

the pieces that need to be in place? And what is our next stage and defining that? So I have. I'm working with Bill and Jill, and Dori and Jackie. So we're developing that kind of service plan. And then we'll be meeting with the rest with both Russ and Larry, we'll be talking more about the building, and how does what we're trying to do what needs to happen at the building level? So lots and lots to think about.



Russ Harkins 05:53

With regard to the quarantine items, how are you getting, how are they going? Are they coming in at a steady clip, or?



Lisa Carr 06:00

Yeah, very steady. And actually, we have a problem right now, Saturday, maybe it was Friday, the lock on the book drop broke. And so we had a padlock on like the the alarm that the blacksmith came and did something so we could open the door, and we had to put a padlock on because the key won't work. And then Saturday, something broke that you can't even he can't fix it. So the other locksmith guy was supposed to come yesterday, but he hasn't come. So right. Right now I just have book carts in front of the book drop because I don't know how full the book drop is because we can't open it. But it's quarantining in the bookdrop. So I'm hoping I get some good news tomorrow from the blacksmith to see if we've got to open that and get stuff out. So that was our that was there was that excitement on Saturday morning. And then Saturday evening, I got the alarm call that the broken glass at the West door. And so I had to drive over and the school resource officer Vince Carnicelli when he's not at school, like in his summer beat, he always comes by the library and he's done a lot of the library storytimes he's a really he's really good to the library. And he's crossing the street as I'm driving down Genesee and I'm like, Vince, what happened? He goes they're stealing all the books and he just walked away. I drove in and Bill, Bill Gillespie, was in the parking lot and he said that he must have set off the alarm. When he he the alarm was on and he wants to make sure the doors were latched and he pulled on them and that was enough to



Russ Harkins 08:05

Trigger the alarm, okay



Lisa Carr 08:07

To set it off. So there was no broken glass. I was way down on Grant Ave. and I'm doing this U turn to get to the library. That's the longest drive between, you know, way down on

great half to the other side. But I made it in record time. Um, overall, I think staff ish is pretty good and happy to be back to work. Danette's official last day is this Friday. Teri Grove resigned. I don't remember if I told you guys that.

**E** Ellen Dello Stritto 08:45  
Yeah.

**L** Lisa Carr 08:46  
So her official last day I think is this week as well. She, she's you know how we have alternate weeks. So she didn't she wasn't scheduled to work last week and then she's taking her vacation time this week. So she'll be done. And Mary Popovich is up on the St. Lawrence River, which she does every summer. Annette Koziol is taking care of her nephew. So she's taking an unpaid leave of absence for right now. And I have a staff meeting a virtual staff meeting scheduled for Thursday night to just kind of check in so we can all talk about, well, what worked and how do we feel about what's happening and thinking ahead to what we need to do. It's just a way to touch base, especially when we're so separated. So okay, here's Larry.

**M** Meg Vanek 09:47  
You think with you know, retirements, resigning, summer vacations, whatever. Do you feel like you have enough staff for now?

**L** Lisa Carr 09:55  
Yeah

**M** Meg Vanek 09:56  
Good.

**L** Lisa Carr 09:56  
Yeah. I mean, Danette is leaving a huge hole. So I'm working, I'm working with Leigh Romano, she's our Adult Services Librarian. She's the only other librarian that's a librarian three, which is what Danette was. librarian you have, I think, in order to be an interim director, you have to be a librarian three. So, so if something happened to me, and somebody had to step in, Leigh could do that. Part of the problem is she lives in Fairport,

which makes it really hard. Only here in the building one or two days a week. So. So Leigh has good experience, she has a good head on her shoulders. And then Jill, our Youth Services Librarian who is really an excellent manager and has some really great ideas. So we've been working together, this is an opportunity to restructure, so we have some pretty big plans that I'll be bringing to bringing to you. And some of it are things that we've been talking about right along, like, we've been talking about having an administrative assistant kind of position, but I think it needs to be a business manager, somebody who can do our bookkeeping, payroll,

 Ellen Dello Stritto 11:19  
Yeah, yeah

 Lisa Carr 11:21  
HR, and then handle if you're already doing payroll, HR, you might as well take on civil service and all the paperwork there. You know, so I think that we're really talking language like, are we talking office manager? Are we talking business manager? So I have. So we have a skeleton idea of what these new departments would be. One of the things that Jill feels really very strongly about, and I support the idea is, we ha...have these all staff that I've met with have talked about either lack of engagement, or there's this insulation between children's and adults, it's very, it's very separate, and they don't talk to each other. And how do we bring everybody together? So we're, we're really interested in family engagement and not adult and not children's. And so we revamping our putting all our circulation pieces under one person, probably Jill. And then there might be a supervisor, kind of a person boots on the ground in the children's room, and the desk. But what does that look like? So I'm doing the job analysis forms that are the basis of job descriptions. I had a great conversation with Rachel at civil service yesterday, because not only do we have to listen to and adhere to regulations from civil service, but we have regulations from the state education that, you know, our charter, are we required to have four full time equivalent librarians. So based on what our minimum standards are, so I have to find out from them. So if, if we don't need to have, you know, four librarian FTE could have one person, could we hire somebody without a degree to do this job? And what does that look like? Or, you know, so there's a lot of moving things around to match how we actually do work or how we want to be delivering services. So that's going to be a really a big meeting when we talk about what that looks like. But I'm still at the beginning of it. But for right now, the work we're doing, we have enough people

 Ellen Dello Stritto 14:01

— This is a very good time to look at these changes. Right?

**L** Lisa Carr 14:05  
Yeah, it really is. It's such a break with the way things used to be that it makes a lot of sense. This is to, to kind of take advantage of this, this pause and say okay, moving forward. This is how we're going to move ahead.

**E** Ellen Dello Stritto 14:29  
Hi Larry, so you're not late, you're fine. It's okay. You're timely. And Ginny's going to be late too. Did you want to start? Yeah, I think we should start.

**L** Larry Liberatore 14:47  
Oh, you haven't started yet?

**E** Ellen Dello Stritto 14:48  
No, we haven't actually, but she was just giving us a little.

**L** Larry Liberatore 14:51  
Okay. Oh,

**L** Lisa Carr 14:53  
I never sent out the Director's Report. So we have to remove that from the consent agenda.

**L** Larry Liberatore 15:00  
Yeah, okay. It's not. Yeah, okay. All right. Well, good. I was looking at the agenda wondering if you'd already covered finance.

**E** Ellen Dello Stritto 15:09  
But what we have we had was Lisa's report was really what we had

- L** Larry Liberatore 15:16  
The consent agenda would include everything in as indicated except for the director's report. There is none. Right. Okay. So, can I have a motion from someone on the board to accept a motion to accept the consent agenda?
- L** Lisa Carr 15:37  
Ellen says
- E** Ellen Dello Stritto 15:38  
I will make that motion.
- L** Larry Liberatore 15:39  
Okay. Is there a second?
- R** Russ Harkins 15:41  
I will second.
- L** Larry Liberatore 15:42  
Okay. And again, the minutes will reflect that the director's report was not part of this. Okay. Any discussion? All in favor?
- M** Multiple voices 15:53  
Aye.
- L** Larry Liberatore 15:53  
Okay. Okay. All right then, we're on to action items
- E** Ellen Dello Stritto 15:56  
We're on to finances. Okay. You have received the the minutes from the finance committee meeting. If you could look under financial statements. There's some things there about where our money is stored, if you will, what banks and what institutions they

are in. I would just like to mention that in the financial statements. Lisa. Starting now. We're going to list expenses that are connected to the Coronavirus



Lisa Carr 16:19

Starting with the June report there will be line item that says COVID-19



Ellen Dello Stritto 16:31

So we aren't quite sure at this point, how that is reflected in our current budget. How much we haven't spend or how much more we have spent. But other than that the financial statements at the Finance Committee we felt are in order. So we are recommending. So I would like to know if there are questions from anyone.



Larry Liberatore 16:59

Not from hearing anyone.



Ellen Dello Stritto 17:02

Okay.



Larry Liberatore 17:02

Is there a motion to accept the financial report.



Ellen Dello Stritto 17:07

I will make that motion Okay. That we accept the financial statements for May 2020.



Larry Liberatore 17:15

Is there a second?



Meg Vanek 17:19

I second. Meg

L Larry Liberatore 17:22  
Okay. Any further discussion? All in favor?

M Multiple voices 17:29  
Aye. Aye.

L Larry Liberatore 17:31  
Opposed? Okay, Motion carried. Okay. Next.

E Ellen Dello Stritto 17:36  
So we will go on to claims which we will just say again, as we've said many times before, these are bills we have already paid but the process is that we afterwards have to approve these claims that were made, etc. And the committee looked them over and they look in order. Again, keeping in mind that we're still not sure where our budget is in connection with the Coronavirus of this year. Coronavirus 19.

L Larry Liberatore 18:04  
And we'll have a better idea on that

E Ellen Dello Stritto 18:05  
that I believe Lisa on that at the finance committee that we agreed that I would wait a little longer before I came in to audit the checks.

L Lisa Carr 18:16  
Correct.

E Ellen Dello Stritto 18:17  
Okay, so we're gonna go into July and see how it goes. And then you and I will revisit that again. Okay. So, with that said, Are there any questions? Okay. Then I will make the motion that we accept the claims for Seymour Library for the month of May Two thousand and twenty.



Russ Harkins 18:39

I second



Larry Liberatore 18:42

Any further discussion? All in favor.



Multiple voices 18:50

Aye



Larry Liberatore 18:50

Okay. Opposed? Carried. Very good. Okay. All right, then discussion items, and I suspected this would be the bulk of our our discussions



Lisa Carr 19:05

I. I have a couple of action items that aren't on this list,



Larry Liberatore 19:09

Oh.



Lisa Carr 19:11

One is I did hire a cleaner. Teresa Millis. \$14.75 an hour for approximately 10 to 15 hours a week. She's more on the 10 side, but there might be days where she would come in more. And I don't know why but the board has to approve my hiring of this cleaner.



Larry Liberatore 19:41

Even though you've already just, she's already there



Lisa Carr 19:45

I think it's because you need to be aware.

L Larry Liberatore 19:47  
Okay.

E Ellen Dello Stritto 19:48  
Okay.

L Lisa Carr 19:49  
And then I also hired both Theresa Millis and I hired a woman named Alexis Rivers. She's a summer intern that's being paid by the South Central Regional Library Council, we received a grant to do oral histories. And she is working out of her home in Weedsport. And that was all part of a grant. It's not anything that comes out of our budget or anything that I created. And I think technically she's not even going to show up on the civil service side of things because there's they don't have a position and I think they told me last year that it's okay because it's after it's after the April payroll certification, and before the October payroll certification, so nothing about her record will trigger anything in civil service. So and I, I really don't remember right now how much she's earning, but it's whatever the grant was. It's for a specific number of hours. And she, she's a delightful young woman, I met her last week in person I had met her virtually. So it's, I think it's really cool. And I, I wish we weren't in the middle of a global pandemic. Because I think this is such a cool project. And it's having to do all of these capture the stories digitally, you know, by calling somebody on Zoom, I think is a little bit harder than the way she would have set up our portable recording booth. Like kinda like story core. So but, but that's okay, we pivoted and it's still gonna be a good project. So I just need somebody to make a motion to accept both Teresa and Alexis.

E Ellen Dello Stritto 21:45  
Can I just ask if you would explain again, we're not doing the service company.

L Lisa Carr 21:51  
Right.

E Ellen Dello Stritto 21:52  
Is this lady that you're hiring going to be the cleaner exclusively?

 Lisa Carr 21:57  
No. Oh, we already had Kathy Gauthier has been our employee since last year. And then instead of paying American Cleaning Company, we're going to keep cleaning in house.

 Ellen Dello Stritto 22:17  
Okay.

 Lisa Carr 22:18  
And I have to say, Teresa has been really good. She's supervising Kathy and really keeping her on task. And they're doing things that haven't been done in a long time. Like today, when I got in, they were actually washing down the partitions of the stalls and the restrooms, which I don't remember that ever being done.

 Ellen Dello Stritto 22:39  
Sounds wonderful. Sounds good. Okay.

 Larry Liberatore 22:45  
Alexis, what is her last name?

 Lisa Carr 22:47  
Rivers. Her grandma is your neighbor. Rivers

 Larry Liberatore 22:52  
Rivers. Okay. Okay.

 Lisa Carr 22:54  
Isn't her grandmother your neighbor?

 Larry Liberatore 22:57  
No, but I think her grandmother was a very good friend of ours.



Lisa Carr 23:01

And they live in Weedsport I believe? Yes. Okay. Yeah.



Larry Liberatore 23:06

Graduate of Genesee



Ellen Dello Stritto 23:09

Lisa, what are the oral histories about just to ask because I like history. story.



Lisa Carr 23:15

Just capturing oral histories. It the grant was originally to really capture the history, oral history of people that have been traditionally marginalized.



Ellen Dello Stritto 23:27

Okay, oh wonderful. Wow



Lisa Carr 23:29

So now, I think we've added a few more prompts to try and record what it's like to live through a global pandemic. We don't know, I don't know how much we're gonna capture.



Ellen Dello Stritto 23:42

Okay



Lisa Carr 23:42

The marginalized people, their stories, but we're trying.



Ellen Dello Stritto 23:48

That's great. Thank you.



Lisa Carr 23:49

Nancy, did you have a question

- N** Nancy Karpinski 23:51  
Yeah, well, for example, the the cleaning, I just spilled my water. So I was looking at that. The cleaning , is that an example of an expense? that would be a COVID?
- L** Lisa Carr 24:07  
No, I don't know because we had we paid \$21,000 a year to outsource our cleaning.
- N** Nancy Karpinski 24:15  
It's not additional than
- L** Lisa Carr 24:17  
right the thing that would go in the COVID line is buying masks buying hand sanitizers.
- E** Ellen Dello Stritto 24:26  
equipment
- L** Lisa Carr 24:26  
the disinfectants that we use to be on the EPA list saying that they actually kill COVID virus with whatever the right name is for the virus. We have a case of Clorox spray, hard surface spray anywhere cleaner and it says on there kills 99.9% of germs. It's not on the EPA list. So it's it's not sufficient so I have to use this. So I'm using something from I'm waiting for. Seward House did a bulk order of supplies for the historic and cultural sites, and it should be coming in soon. But it's something from national chemical laboratory NCL. And it's a highly concentrated cleaner. And then we have to figure out the math to do the dilution.
- N** Nancy Karpinski 25:27  
Okay, got it. Thank you

- L** Lisa Carr 25:29  
one to 512. That's not going to be my somebody else who's better at math is gonna figure that thing out. So, um, what else? Oh, if we have to buy you know, the sneeze guard for the desk, that would be in COVID.
- N** Nancy Karpinski 25:48  
Gotcha. No, I get it.
- L** Lisa Carr 25:50  
Yeah. So we haven't had a lot of bills related to it yet. Mostly cleaning supplies. I did Oh, I my laptop. When I started working at home, I bought a laptop. Because Nicholas's six year old gaming computer was giving me some trouble. The keyboard lit up really cool, but this. So but that's going forward, I think we're gonna see more having to do with the building.
- N** Nancy Karpinski 26:22  
Right.
- L** Lisa Carr 26:22  
This is crazy talk. But I'm actually looking at retrofitting the toilets to have lids. That's the thing you could do. So to help cut down on aerosol particles that happen.
- E** Ellen Dello Stritto 26:37  
Wonderful. That's good. Thank you.
- L** Lisa Carr 26:41  
You're welcome.
- L** Larry Liberatore 26:43  
So as far as the action items goes, we have. We have Teresa Mills. And we have Alexis Rivers. And so do we need to do those this? Should we do those as separate motions? Seems like we can do them together.



Lisa Carr 27:01

Yes.



Larry Liberatore 27:01

So again, one is one is the hire directly. And the other is, is working through a grant and once the grant that, so it's what his six month grant did you say?



Lisa Carr 27:13

No, it's just for the summer. It's a



Larry Liberatore 27:15

It's a summer grant.



Lisa Carr 27:16

Yeah, from June 8 to August 20, something like that



Larry Liberatore 27:20

Whatever the grants, supports, that's what her compensation is. Okay. So to again, have a motion then to accept both appointments.



Russ Harkins 27:32

I'll make a motion.



Larry Liberatore 27:33

Second.



Meg Vanek 27:37

I'll second then



Larry Liberatore 27:38

Okay. Okay. Any other for any further discussion then on the two? Okay. All in favor, then?

**M** Meg Vanek 27:39  
Thank you.

**M** Multiple voices 27:47  
Aye

**L** Larry Liberatore 27:50  
Opposed? And so that motion is carried as well. Okay. Very good. All right, we move on to discussion items, then. Lisa?

**L** Lisa Carr 28:00  
Yep.

**L** Larry Liberatore 28:01  
Okay, so then we have a reopening plans, updates. And perhaps target dates. So go why don't you take it from there, and we'll ask our questions as we go along.

**L** Lisa Carr 28:15  
Sure. So what I'm looking at in terms of reopening is let it When can we let people in the building? And what does that look like? I think initially, we're looking at letting people come in, browse for the materials themselves, and then leave the library, we are not encouraging people to stay a lot of libraries have actually removed chairs. So that it's there might be one chair per table. Again, that also has to do with the six foot distance. How do you maintain that? Um, so I think that we could look at doing that somewhere between August and September. And what we've been talking about at a staff level is starting with a closed stack system, where we let people come into the lobby, check out items, they still can't go in the stacks and browse. But if we did that for two weeks, three weeks, all of the staffing changes would be in place. That then we could open it. So it's kind of almost like a soft opening, do this little bit you can come into the building and here's this, but once you let people in the building, then your bathrooms have to be open. Whereas if we are just if it's just kind of an extension of the takeout we're doing right now the bathrooms don't have to be open. Yeah. And part of this has to do with how our whole

system works. Right now. When people place holds the computers system runs and we print a report every day and we pull those. And what we're doing is we're calling people to say, hey, you have a hold, because all the hold notices are turned off. So you're not getting an email, you're not getting the telephony phone call, you're not getting a text message. What you're getting is a call from one of our staff members saying, we have something on hold for you. What day would you like to come in and pick it up, and you say, oh, I'll come in on Thursday. So it goes on a Thursday shelf Thursday morning, we check out everything on the Thursday shelf and put it out on a table for pickup. The thing that we didn't anticipate is the number of people that we call that don't answer, and we leave a message. And then half those people don't call us back and the other half come in today, even though we're not ready. So what I'd like to do is I want to turn hold notices on. If I turn hold notices on, then when we check it in and it traps the hold, you get the notice with if it's a text message, you get it, like within minutes of me checking it in and trapping the hold. So now you need to be able to come at just between the times that we're open like we are, you know, be able to come we can't control when we check items out. So it's just it's this weird, complicated thing. So if we did an in between stage of return hold notices on you could come whenever we're open 2 the 7, 10 to 3, 12 to 4 still keep those hours, come in get your stuff. Take it home, we'll keep quarantining because we're going to be doing that for the foreseeable future. And then, meanwhile, putting pieces in place for metering people coming into the building, um, that that's gonna be the next thing. And then we'll have people in the building, how, what are the things we need to pay attention to? What are the other policies that need to be in place? So that's what I'm working on right now. I think that it's not going to be hard to do the turn on the hold notices and let people come into the lobby. That's that's really \*phone call sounds\* You're good. You're fine. So does that make sense to you guys? Is it? Okay,



Russ Harkins 32:45

It's a controlled way to do things and let you guys get comfortable doing it before you go on to next phase? I think.



Lisa Carr 32:51

Yeah.



Russ Harkins 32:51

Yeah.

L Lisa Carr 32:52  
So

L Larry Liberatore 32:53  
I think what will be important in all of this is to make sure that our patrons are aware of the long the long term plan and not just, this is what we're doing now. And, you know, I think it's important for them to know that, that, as you call it, a soft opening, and that, that ultimately we'll be able to, you know, go to some normalcy. And if, however, you can define that and make that clear to the public, I think is going to be very important.

L Lisa Carr 33:28  
Okay. That's, that's, yeah

E Ellen Dello Stritto 33:33  
I feel that we've done the reopening of our state in phases. So it should not surprise anyone that we would do the reopening of a library in the phases too.

L Larry Liberatore 33:43  
But it would be important to show

E Ellen Dello Stritto 33:45  
To tell them

L Larry Liberatore 33:47  
the whole game plan.

E Ellen Dello Stritto 33:49  
Okay.

L Larry Liberatore 33:50  
Because I think if you just let people in, and you're not telling them that, then they're

gonna start getting a little antsy.

L Lisa Carr 33:56  
Yes

L Larry Liberatore 33:57  
I don't want to say angry, but I want to say, antsy, and that they're going to be wanting to demand more, but you have to give them a logical order. This is how we're opening and this is why

L Lisa Carr 34:08  
Right. And that

L Larry Liberatore 34:10  
In is as far in advance as you can so that people understand what what to expect in you know, two weeks and in four weeks.

L Lisa Carr 34:19  
Yeah, I can build that in to the to this. We are getting some pushback, people are like what restaurants are doing takeout Why are you not? And and I say, well, you don't return your silverware to the restaurant. But you are returning those books. And we have to deal with this whole quarantine issue and how do we make sure things are are safe. And so that's really been some of our and that also is why we're not letting people in the building. What do we do about somebody who comes in and take this book out and this book out? And then decides and puts it back on the show. Are we supposed to quarantine those items? I mean, it happens at Wegmans. Right? Like, no, I don't want this, I'm gonna put it back on the shelf. So I don't know what Wegmans is doing. But I have to think about how do we handle that? Um, it's it's a lot of regulations and a lot of staff training. So how do we let children into the staff room? And I mean, into the children's room? And that's something Russ, we were talking about at the very beginning about what what our space looks like? And if the rule is everybody should wear a mask? Well, children over the age of two are supposed to be wearing a mask. And do I deserve staff now become enforcers to say, you're not wearing a mask? And it's I don't think it is, I think it's a big deal for adults. But I think it's harder in a space like the children's room. The one thing is that we removed all of the toys, it's just a chance to come in and browse for your own books, we are trying to

come up with other services. So we're putting together or we'll be putting together book bundles that could be around a specific theme, or both for kids and for adults. So we might have Nordic noir and have like six different bundles of three to five books, if that's what you know, if you want to chill out on the beach with you know, that. That idea that trying to help people who can't browse until our stacks open, and even when our stacks open, I think we're still going to have people who are concerned or are compromised in some way and and can't come in. So how can we serve them? So there's services we're looking at, as well as how do we deliver our existing services? Okay, so that's, that's where we are, I think the Finger Lakes library system will be instituting delivery once or twice a week. Probably July 15. But it could be July 7. And that'll make people very happy

 Larry Liberatore 37:25  
For next step, Lisa.

 Lisa Carr 37:28  
I think I think being having that soft opening, I think it would not be on unreasonable to say towards the end of July, maybe July 20. I'd have to look at the calendar date, whatever date but I don't

 Larry Liberatore 37:44  
Mid to late July at any rate,

 Ellen Dello Stritto 37:46  
July 20th is Monday,

 Larry Liberatore 37:47  
mid to late

 Lisa Carr 37:48  
Yes somewhere around there.

 Larry Liberatore 37:50  
Okay. All right. I just okay, that's just just so just so we can be thinking ourselves, too, in

terms of what's next. Okay. Anybody have any, any questions or comments? Hearing none, we're going to the fines. Talk about the fines.



Lisa Carr 38:13

So when everything got shut down, Finger Lakes library system pushed the due dates out for everything that was checked out to July six. So there are no fines happening, as stuff is returned. Now, even if you checked it out in February, because the due date was changed. We had talked at a board meeting, I don't know maybe last year, December, maybe earlier this year about the possibility of our library going fine free. And we were planning in April, to for National Library week to have all of our children's room materials, be fine free, and that include all materials in the library, be fine free in 2021. And building that into our 2021 budget. I think given the circumstances that were in and given our community, it makes a lot of sense for now just to go fine free. Now instead of waiting for the 2021 budget, it we already are suffering a loss of overdue fines. I think we had budgeted that we were going to receive around \$8,000 this year, about 12% maybe even 10% of that is replacement items that the majority of it is overdue fines. Overdue fines fall unfairly on poor people. So it just makes a lot of sense. I understand it's a loss, but I still recommend that we do it. Ellen, did you have a question?



Ellen Dello Stritto 40:03

I believe I just want to note that in the minutes from the Finance Committee, we looked this through and talked about it. And we recommend that this board, go ahead and do this, if at all possible. Okay, how others feel?



Larry Liberatore 40:19

Are you asking in the that this be from here forward? Or is a special circumstance this year?



James Handley 40:26  
forgive



Lisa Carr 40:27  
Year forward.

L Larry Liberatore 40:28  
Just move on.

E Ellen Dello Stritto 40:29  
From now on?

L Larry Liberatore 40:31  
Great. Well, there's been a lot of there's been a lot of discussion, I think, in the past about this and a lot of reason to, to to forego the fines. I don't know how few people feel comfortable or how you feel about it. It seems to make sense, as long as we can reconcile that with our budget. And in particular, with the budget that we prepared this year, which included fines.

M Meg Vanek 41:02  
Can I just ask because I'm kind of new. So other than the money part of the fine? Does a fine help encourage people to move to return their books in a prompt way? Or do they do it anyway? I mean, how does that part work?

L Lisa Carr 41:21  
There's been a lot of studies over the last two years, three years, that shows that overdue fines are not a deterrent, their punishment. And so that really, it's it's not helping people return things. Well, not helping people return things in a timely fashion. You know, that's, that's the gist of it. Some of the biggest library systems in the country have gone fine free in the last two years. A lot of it has to do with social justice, and that inequity. It's, it's really falling on poor people.

M Meg Vanek 42:08  
In monetary, I know, you've told us before, but about when your year does whoever finds bring into the library to your budget,

L Lisa Carr 42:18  
it's been going down steadily. When I started, it was \$23,000, a year back in 2003 2004. But it's down to our budget for this year was around \$8,000. To two or three years ago, we

had all the print material at the lot and the children's room be fine free stuff a child took out a book, that that shouldn't stop their family from, from using the library that they had this fear of fines, if they took out books, we were still wanting to put fear in them if they didn't return their DVDs on time. But I'm past that. I was never on board with that. But you know, okay, whatever it is, and it, um, we started something called the auto renew. It's part of our software, and that, that cut fines in half over the last two years. So it's gradually been chipping away. And I think at least half of the libraries and fingerlakes library system are fine free, including Tompkins County.

**M** Meg Vanek 43:29

If somebody has an overdue book, are they allowed to check out another book if they haven't brought that one in? Or paid the fine? Or do they have to bring the book in before they can take another book out?

**L** Lisa Carr 43:45

Right now, it's the fine is what blocks somebody. So if you have fines of more than \$5, you can't check out library books and you can't use our public computers, you're blocked. So you have to have your fine under \$5. If you have 25 cents, you could pay that and now Sure, go ahead, checkout, whatever you want. We're not looking at what you still have out.

**M** Meg Vanek 44:10

So if you took the fines away, would you still track books that are overdue and control

**L** Lisa Carr 44:19

Right. So at the moment, so overdue fines are, it's just a fine, it's a late fee. If you if you check out a book or a DVD or whatever it is, at at 30 days, that item becomes lost by patron. And your record is now charged the full amount of the book or the telescope or whatever you didn't return as well as a processing fee of \$5. And so now instead of the \$4.65 that you would have owed any day during that month? Well, because it's 15 cents a day. So up to \$4.65. Now, your record will show you owe \$25 for the book and \$5 processing fee, and it's over \$5. So you'll be blocked from using library. Does that help?

**M** Meg Vanek 45:22

Well, I just want to if you're not, if you don't have fees anymore at all,

L Lisa Carr 45:26  
No, no, we don't have we overdue,

M Meg Vanek 45:29  
overdue or loss on not returned books.

L Lisa Carr 45:32  
So there's the difference between an overdue fee, which is what I want to drop. And then if you don't return something, I think that's stealing. And like you're keeping an item, you're going to be charged for that item, that's a, that's a fee, that will still be there. I just want to get rid of the 15 cents a day, you know, so now, I think it's \$1 a day for DVDs. That that those are the fees that I want to get. I want to remove people who don't return items, will still will get charged the full amount of the item. Right now if you So okay, so so if I checked out a book today, and I didn't return it, and there's more fine free, at 30 days, it's going to go onto my account. So now I have a balance of \$30. I owe the library. And I come to the library. And I'm like, oh, man, I I didn't know I'm like, Well, first of all, you got a lot of notices saying you should know. But second of all, if you find it and return it, then we that magically comes off your account. And you don't owe us anything, could you check in your car, could you check under the seat, and then all of a sudden, the people find things and we check it in. And there it is, it's all set and it's wiped off your account. If they don't, if they don't return it right now, we still use a collection agency. So if you have fines that are charges on your account that are over \$50, for more than 45 days, we might have increased it to \$100 then because it costs \$10 every time we send somebody, and the there was a law that changed in New York State Library fees cannot be credit reported. We used to get a lot of money because people would go to get a loan or a mortgage. And lo and behold, they owed the library \$120 or \$300 or whatever. And they couldn't they had to clear their credit report. But now that's we don't have that ability anymore. So um, so I don't want to pay \$10 per person for Super piddly squat amounts. But there, there there is some accountability. if that helps.

M Meg Vanek 48:18  
I think that's all I was looking at. I don't think the money really matters. It's not money to begin with. And you said it's not really a deterrent. All you do if you want the books back,

L Lisa Carr 48:27

yeah, just give our stuff back. There was a young man that stole a bunch of CDs out of audio books, and I was talking to the police and, and he said, I know where to find him. I'll track them down. He's bad news. And he goes, What do you want? I was like, I want our stuff back. Can you get the can you get the audiobooks? That's what I want I really don't want him to come back. So tell him he's, if he comes back, he's trespassing. He can't come back. But I really wanted those audio books back because they were like \$80 a piece for the audio books. So

**M** Meg Vanek 49:05

it makes sense to me. Before your recommendation when the finance committee's recommendation Do you want me to make a motion to eliminate I'm not sure. I'll make that motion.

**L** Larry Liberatore 49:21

Very good. Do we have a second?

**U** Unknown 49:23

I'll second.

**L** Larry Liberatore 49:24

Okay. And this is for removing overdue fines from library materials. Any further discussion? All in favor of the motion?

**M** Multiple voices 49:35

Aye. Aye.

**L** Larry Liberatore 49:40

Motion is carried. Okay. And last item on the agenda is the construction updates. There's a couple of things going on. So you go ahead Lisa.

**L** Lisa Carr 49:54

So I'm I'm waiting to hear from fingerlakes For the construction cycle right now, how much

money has been allocated to Finger Lakes library systems? And so because all 33 libraries compete for that, whatever that amount is, I'm pretty sure it's \$14 million. That went to all the libraries in the state. And it's just split up by the library systems. So

**L** Larry Liberatore 50:27  
For clarification this is for this year, or next year?

**L** Lisa Carr 50:31  
It's the portals open now. And

**L** Larry Liberatore 50:35  
For next year

**L** Lisa Carr 50:36  
the construction would start in 2021,

**L** Larry Liberatore 50:39  
Right so this is for \$14 million. And that's still intact, that hasn't gone down?

**L** Lisa Carr 50:44  
It's still intact as of this week.

**L** Larry Liberatore 50:47  
Okay.

**L** Lisa Carr 50:47  
So, okay, we'll see. I'm, so our, what we've been working with Paul Mays and his wife, Lisa, to do, they've done the design work for our children's room renovation, which is still on target for this fall. And that money is still safe. So I don't have a lot of updates about that. The part that I'm really working on right now is we need an estimate as to what the cost of our project would be that that's part of this grant cycle, I have to have a contractor

letterhead. So we're looking at renovating the West lobby, the lobby where you walk in, and Lisa is going to provide kind of a bullet list of this is the construction stuff that we need done. And Chuck Bouleys group is going to provide the estimate, and they they've always been so good to us at the library. So I'm really, really glad that they said that they would do this. And then we'll know Okay, we're talking \$300,000 we're talking, you know, whatever, 200 500. I can't, I can't get a good handle on on how much it would cost right at this moment. But once we have an estimate, then we have to talk about how do we do the grant match, I always apply for the 75/25 match, which we did get for the children's room construction. So we'll we'll see where where we stand for this. What I talked to Lisa about today was I reminded her to go back and look at the balance venum building condition survey, because part of this idea of strategizing grants is to do any necessary updates that are in the building condition survey, as we're moving along. So a good example is for the children's room project. There was a thing in the report about electrical electrical load handling. So we are going to be putting the children's room on its own sub panel. Because we can, you know, as we can do it right, we can build it into the project. So one of the things I'm really looking at for the lobby, is what are the concerns about HVAC? We've had, we've had some issues with our with the current air conditioning, leaks from the ceiling, that whenever it's humid, it's there's some kind of a problem. So is that something that can be resolved right now?

 Larry Liberatore 53:51  
That will certainly qualify.

 Lisa Carr 53:53  
Yeah. Yeah.

 Larry Liberatore 53:55  
I have a question. You know, it's interesting, because we have to go year by year by year with these grants. Is it at all possible? And maybe maybe, maybe we're just too late in the game for this. But it's it is all possible to sort of it would be nice if it were a single contract and a single project. And phase one, phase two, you know what I mean? Like because there's economies of scale whenever you do a large project, so if you're doing two \$400,000 projects, or you're doing one \$800,000 project, in two phases, it tends to be more economical. Also, if you have the same contractor for both, that's a heck of a lot easier.

L Lisa Carr 54:42  
Yeah.

L Larry Liberatore 54:43  
It doesn't sound like we're able to do that.

L Lisa Carr 54:46  
That the DLD grant this comes through State Education Department division of library development. DLD does allow this this particular grant can be a three year project up to three years. So it's a matter of us strategizing in that way, right now, we've been doing projects that were standalone but work together. I don't know. You know, I don't know how how to break it up more, but I think that's something we can talk more about.

L Larry Liberatore 55:30  
Might be interesting to talk with, with with Lisa and see what she thinks about that I, I probably, we're probably too far down the road to do that. And it doesn't make sense to try to use the try to use this, you know, for the roofing project that we also need to address at the same time, because you're going to be issuing a separate contract to a roofing company anyway, you're not going to have the same, you're not going to have a GC doing roofing and interior renovations that would be a standalone.

L Lisa Carr 56:04  
One of the reasons I hadn't wanted to use the DLD grant for the roof project is that the roof project is big money. And typically, the money we get from DLD has has been less than \$200,000. So if you have an \$800,000 project, em, we might be able to get \$200,000 from from DLD. It just it felt at the time that we started looking at this, that we can get more bang for our buck. By looking at historic preservation grants. I think we've missed our window for the historic preservation grant right now. It's it's possible that deadlines would be extended. Typically, they're due in mid July. But I don't know if there's any pools of money because the state is super scrambling. So the pandemic has upset the applecart in a lot of ways. I know that the roof project, you've had some conversations with Dan, which is a separate thing, right. And we do have to get permission from the foundation to move ahead with the West lobby. But again, I feel like it's premature when we don't know how much it would cost. Okay, I think that you can't you so the way the DLD grant works for those of you that aren't familiar with it is you you can ask you can have

the grant include furnishings on any room where you actually do construction, and it has to be what that room is intended to be. So if I was going to renovate the new book room with DLD grant money, I would have to do some major construction, right, I'd have to cut another window in the wall, or, you know, do something. And if I was said that the purpose was to put in a classroom for computer instruction, then I could use the grant money to buy computers and computer furniture. So, so you but you have to do construction in that room. So downstairs in the children's room, we have construction that we're going to do the flooring in the picture book room, and open up, we call it the moldy room, but make space under what's the old, the old stairs outside, there's like a little room and it needs it needs work. So that would be construction. So now we can get new carpeting. And we can get new lighting and we can buy new shelves because the purpose of that room is is for picture books. We can't replace the flooring and shelving in the in the big room with the fireplace unless we are also doing construction in that room. So it's it's kind of I guess this whole strategy about how what construction you can do and to be able to add other furnishings to it.

N

Nancy Karpinski 59:39

Lisa do you do sir and Larry to you? Is there any possibility they will be looking at these applications really differently now with all the changes that places are going to have to make like schools you know, because of the pandemic. In other words, what we plan And months ago, might not be exactly what we need to be doing as we move forward. And I would think that would be a plus, if if we came out, I don't even know if there's special monies available to address some of the things that everyone's going to be facing. Not the roof where they could care less about the roof. But I'm talking about the building itself and

L

Larry Liberatore 1:00:32

The interface with public

N

Nancy Karpinski 1:00:33

yeah, right, do you think?

L

Lisa Carr 1:00:35

Some local foundations are making monies available due to Covid

N Nancy Karpinski 1:00:41  
Things like that? Okay, so be thinking about

L Lisa Carr 1:00:44  
Right

N Nancy Karpinski 1:00:44  
And what those what that would be and what those changes would be.

L Lisa Carr 1:00:49  
Right. And that was part of the conversation that I had with Lisa today, as she's trying to pull together, we've talked about what we think the lobby is going to look like, we know, we know that we're going to switch the circ desk from when you walk in and on the right, it's going to switch to the left. And then we're going to take the wall down between where the circ desk is and that work room behind there and then build some office space behind the desk. So okay, so now we also have to think about social distancing, keeping word enough space apart with, with work workers, if an employee has a desk over here, I'm not going to put a desk four feet, I have to make sure it's six feet. So we talked a lot about that we talked about. We didn't talk about sneeze guards, but we're going to be having we have to buy one now anyways, and we'll just

L Larry Liberatore 1:01:52  
what good do you think I mean, this is there's no telling what's going to happen by the time this comes around.

N Nancy Karpinski 1:01:58  
Right

L Larry Liberatore 1:01:59  
You're talking about getting the grant you're talking about construction. You know, it'll be in construction, end of 21, maybe into 22.

- L** Lisa Carr 1:02:10  
Yeah
- N** Nancy Karpinski 1:02:11  
Yeah, that's true.
- L** Larry Liberatore 1:02:12  
Who knows if there's another pandemic or the court? We may, God willing have a vaccine.
- N** Nancy Karpinski 1:02:18  
Yeah, let's hope
- L** Larry Liberatore 1:02:19  
People can get on with their lives as normal. So I don't but I don't know of any special construction requirements at this point that are that, you know, are necessitating any kind of change in plans.
- L** Lisa Carr 1:02:33  
The only thing I've seen, Larry is there was a document that went out from the New York State Education Department. And I think it was specifically targeted towards schools, that the acrylic space guards that people are buying, you know, to put on your desk, are highly flammable, and did not meet building code for schools.
- L** Larry Liberatore 1:02:56  
No, that's, it needs to be glass and glass is more durable, doesn't scratch, you don't have to replace it.
- L** Lisa Carr 1:03:02  
Right.
- N** Nancy Karpinski 1:03:03

Right

 Lisa Carr 1:03:04  
So but that's, you know, to Nancy's point about specific that came out, right, and who would have thought, you know, everybody's like, Oh, I could just get this acrylic thing.

 Larry Liberatore 1:03:14  
Yeah.

 Lisa Carr 1:03:15  
I didn't know it was highly flammable. I I was telling my husband, like they didn't invent that when I was in school. That must be a new discovery. He's like, No, that was true. Back when you were in school, you just didn't know it

 Larry Liberatore 1:03:30  
We're still on track in terms of construction, and we're still on track for a bid. date I think you said that it had been delayed a couple of months. Do we have a schedule for when the children's room is to move forward with

 Lisa Carr 1:03:46  
I think, I think Lisa was supposed to get that to me. She has not gotten it to me yet. But we were talking about a two month delay. So we were so we were supposed to get the bid documents to review by the end of June.

 Larry Liberatore 1:04:02  
June, okay.

 Lisa Carr 1:04:02  
We released them in July.

 Larry Liberatore 1:04:05

Okay.

-  Lisa Carr 1:04:06  
And then award the contract. August, September and construction start September, maybe October. So now I think we're going to get the bid documents out. I think probably,
-  Larry Liberatore 1:04:21  
I think it would be good to ask her for that. So that we're not guessing.
-  Lisa Carr 1:04:25  
Yeah,
-  Larry Liberatore 1:04:25  
Yes,
-  Lisa Carr 1:04:26  
I did.
-  Larry Liberatore 1:04:27  
Because if you're like me if I don't have a date to work toward, it just keeps moving. So I think it would be important to date to have something in scheduled in writing so that then we can we can plan ourselves. Okay.
-  Lisa Carr 1:04:44  
Yeah, I agree. I can get that
-  Larry Liberatore 1:04:46  
As far as the grant that you were talking about before. That goes into the well. You need to have your paperwork ready and it goes to the fingerlakes sometime in July. end of July. Right?



Lisa Carr 1:04:58  
August. End of August



Larry Liberatore 1:04:59  
Right. So So yeah, so the cost estimate from Bouley will be available sometime in July.



Lisa Carr 1:05:05  
So but I have to do those all those other papers like the Smart Growth form and



Larry Liberatore 1:05:11  
just again, so timewise we know that this gets done in August, and you'll know you'll get word.



Lisa Carr 1:05:19  
October



Larry Liberatore 1:05:20  
Right, yeah, okay. All right.



Lisa Carr 1:05:23  
I get word from Finger Lakes in October, they send our recommendation to the state. And then I hear from the state in June,



Larry Liberatore 1:05:33  
right? Yeah, yeah. Okay. Okay. Anybody have any questions?



1:05:42  
Meg? I want to just check with Meg, are you Do you understand? I mean, you haven't been part of the whole construction process. It's very confusing sometimes. Are you? Okay?

- M** Meg Vanek 1:05:53  
I'm trying to follow along. I think I understand.
- L** Lisa Carr 1:05:56  
Anytime If you want to just talk about it, just call me and I can we can walk through it.
- M** Meg Vanek 1:06:01  
That probably would be good. So that everybody else doesn't have to hear the whole thing again but thank you.
- E** Ellen Dello Stritto 1:06:08  
I just like to say this is that you're thinking about doing another applying for a grant for a different project, other than the children's room? Right?
- L** Lisa Carr 1:06:18  
Right. So now, I hate leaving state money on the table.
- E** Ellen Dello Stritto 1:06:22  
Okay. So we're gonna try
- L** Lisa Carr 1:06:25  
try to get state money, because
- E** Ellen Dello Stritto 1:06:28  
when do you have to complete that application by?
- L** Lisa Carr 1:06:32  
By the end of August.
- E** Ellen Dello Stritto 1:06:34

Okay, so you do have because you've got so much going on right now. So you do have some time. Okay. All right. Thanks, Lisa. That's what I would just wanted to be sure we were clear that we're going after more money, and it's there and we need to try. Okay.

**L** Larry Liberatore 1:06:51  
Okay. All right. Any questions for construction? All seem like we've covered it all. Any, any parting comments or questions? issues?

**E** Ellen Dello Stritto 1:07:08  
I just like to ask if maybe you would just express our thank you to Danette Davis who was retiring. The boards. Thank you. I'm sure you will. But

**L** Larry Liberatore 1:07:19  
Is there something we could possibly do something specifically for her

**J** James Handley 1:07:26  
new BMW. A new BMW would be nice. There's got to be a grant out there somewhere.

**L** Lisa Carr 1:07:39  
I did have a conversation with Danette and I asked her about it and she said maybe we can just all get together when this is over.

**E** Ellen Dello Stritto 1:07:48  
When it's over. Yeah.

**L** Lisa Carr 1:07:49  
When it's over. Yeah, she's just she's really having a hard time. I am gonna she did say I can come to her backyard next weekend. I'm so So I'm gonna go to visit her and stay more than six feet apart. And I asked her if she would want us to do any. Would she accept some kind of donation to a charity of her choice? And she said she would get back to me she hasn't.

- E** Ellen Dello Stritto 1:08:22  
Okay. Okay. And also express our thanks to Terry Grove who resigned also. Okay,
- L** Larry Liberatore 1:08:30  
all right. Anything else?
- R** Russ Harkins 1:08:33  
I think we're good.
- L** Larry Liberatore 1:08:35  
Sounds like we're good to go. We have our next board meeting is
- E** Ellen Dello Stritto 1:08:40  
I think it's July 27. or eighth?
- L** Larry Liberatore 1:08:44  
It can't possibly be July already? Can it?
- E** Ellen Dello Stritto 1:08:46  
Yeah.
- L** Larry Liberatore 1:08:48  
Oh, my goodness. I have it for July 28. at four o'clock. Four o'clock. Okay.
- R** Russ Harkins 1:08:54  
Got it.
- L** Larry Liberatore 1:08:56  
Very good.

 Russ Harkins 1:08:57  
Night, guys.

 Ellen Dello Stritto 1:08:58  
Can I ask for your Joe is he okay, Joe?

 Lisa Carr 1:09:01  
He didn't get back to me.

 Ellen Dello Stritto 1:09:02  
Okay.

 Lisa Carr 1:09:04  
Um,

 Ellen Dello Stritto 1:09:05  
He wasn't a finance either.

 Lisa Carr 1:09:07  
Okay

 Ellen Dello Stritto 1:09:08  
Okay,

 1:09:08  
I hadn't heard from him. And then Ginny said, Sorry. I'm on a deadline. I'll be late. But she's on a work deadline then.

 Ellen Dello Stritto 1:09:15  
Yeah, I understand. We know. No.



1:09:19

All right, guys, good to see you.



Ellen Dello Stritto 1:09:21

Thank you.



Russ Harkins 1:09:22

Thanks.