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SUMMARY KEYWORDS

library, lisa, grant, questions, talked, meeting, lobby, budget, construction, roof, project, people, money, jill, building, jackie, civil service, foundation, week, include

SPEAKERS

Meg Vanek, Dawn Taylor, Nancy Karpinski, Multiple voices, Dixie Warner-Webert, Ginny Kent, James Handley, Larry Liberatore, Lisa Carr, Russ Harkins, Joe Runkle

-
- L** Larry Liberatore 00:04
Well, welcome everybody another another fabulous zoom meeting. The agenda that we have that Lisa sent out. Lisa, is there anything or anybody else? Is there anything more that needs to be added or modified to the agenda?
 - L** Larry Liberatore 00:28
Hearing none.
 - L** Larry Liberatore 00:32
Can I have a Move to approve the consent agenda? consisting of meeting medical directors report?
 - J** Joe Runkle 00:43
Yeah.
 - L** Larry Liberatore 00:44
Who did that? Joe?



Joe Runkle 00:45

Joe



Larry Liberatore 00:46

Okay. Second,



Meg Vanek 00:49

I'll second. Meg.



Larry Liberatore 00:50

Okay. Great. All right. All in favor?



Multiple voices 00:57

Aye



Larry Liberatore 00:58

Okay.



Multiple voices 00:59

Aye



Larry Liberatore 01:00

sounds like...none opposed. And we'll move to the next item, which is finance. We have our financial statements, and we have a claim paid. Joe or anyone want to lead this?



Joe Runkle 01:21

Yeah. Let me just let me just chip in, had our finance committee meeting back on the 17th. And we reviewed the balance sheet and the p&l. Everything looked in good shape. Committee approved those. The August claims we did not discuss what I know I went

through them and reviewed them and everything looked normal with fine. So, let us know if anyone has any questions on finance statements.

L Larry Liberatore 01:58

I just had a quick question about the profit loss budget performance. I don't remember if we talked about this before. But there is a line item per state. Under state and local funding, local library state aid. we budgeted 10,000. And if it's zero, are we expecting anything coming from that?

L Lisa Carr 02:22

Wait, we are it's we're expecting a 22.6% cut in local library state aid monies. The there was just a bunch of stuff happening in the office of budgets at the state level and Finger Lakes meeting on Wednesday. Sarah said that the there's assurance that the local library state aid will be released, but it will not be at the full capacity. And she told us back in June to plan on 20% cut, but now she's saying to be looking at a 22.6%.

L Larry Liberatore 03:07

So and when does that one, you know, and that'll be released.

L Lisa Carr 03:11

She said before the before the end of the year. There's the governor isn't calling back the legislature. There's things that have to be voted on, or there's something that has to happen to allow those checks to get processed. So some of the some of the items caught up in this particular budget piece. It's the primary source of funding for the systems. So Sarah was one of eight library representatives that met with Chuck Schumer to his staff to say how important it was to address that this is on hold and and organizations really need it. So I think it was brokered by the New York Library Association to get that meeting together and to try and push that the fund the funds be released.

L Larry Liberatore 04:16

Okay. I had one other question. Maybe we talked about this before, but if we did, and I don't remember but there are two grants, outside foundation grants. Were not budgeted for in what were those 11,607 and 12,340

L Lisa Carr 04:43
of them is from the Rosen fund. Okay, and we get that we have to apply in December. We get it around March, April, and it's for our summer programs and I I believe Yeah, I believe the other one was the South Central Regional Library council digitization storytelling grant. So we have an Alexis Rivers is the intern I believe the other one. So one of them is the Rosen fund and one of them is South Central.

L Larry Liberatore 05:24
Okay. All right, great. Okay.

J Joe Runkle 05:29
Okay. Any other questions on the financial statements? If not, I'll make a motion. We accept them. approve them.

L Larry Liberatore 05:40
Do we have a second?

J James Handley 05:42
I got it.

L Larry Liberatore 05:44
Okay. All in favor?

M Multiple voices 05:47
Aye.

L Larry Liberatore 05:48
Okay.

L Lisa Carr 05:50
Dixie, did you get the second?

- D** Dixie Warner-Webert 05:52
Larry's second?
- L** Larry Liberatore 05:54
No, Jim.
- G** Ginny Kent 05:58
I thought Russ was the second
- R** Russ Harkins 06:02
Doesn't matter.
- L** Larry Liberatore 06:02
Who was it?
- G** Ginny Kent 06:04
Russ
- L** Larry Liberatore 06:04
I thought I saw Jim, but it doesn't matter. One...one of those guys. Okay. So then, August claims? were, you were saying you didn't review those?
- J** Joe Runkle 06:21
The committee? Okay, fine.
- J** Joe Runkle 06:26
Ginny reviewed them.
- L** Larry Liberatore 06:27
Okay.



Joe Runkle 06:28

I reviewed them. And they might in my motion before I included the August claims.



Larry Liberatore 06:38

Oh, your motion just did? Oh,



Joe Runkle 06:41

yeah.



Larry Liberatore 06:42

Okay. Alright. Nevermind. Okay. Okay. And then the DLD construction grant authorization?



Lisa Carr 06:53

Yes. So, I have been working to apply for grant funding through the Department of library development, that money that's set aside for library construction. And we originally were going to do our west lobby, renovation. And at the July building committee meeting, we decided to pursue the roof project, which would be replacing the the problems with the main roof and the skylight. And this is just been really challenging. All of July and August have gotten away from me, the deadline is September 4. And part of the grant process is I require the owner of the building to give authorization for the project. And then someone has to provide certification of funds for the for the project. If it's the West lobby project, it was within the Library District we had said that we would use Mrs. Dunn's money as a grant match. If it's the roof project, then it's been a little bit up in the air. I know that the foundation has talked about and Nancy could speak to this more, but the foundation has talked about that they own the building and what it's the roof is a priority. But to have this come at the Foundation, within two weeks of my deadline has been really challenging. Nancy has been trying to get everybody on the foundation board together for a special meeting. And not only is it the challenge of the timing, but it's also the challenge of the funding the roof project is over a million dollars. So the foundation would have to provide an assurance that they support the project and that they have \$756,000 on hand to be able to pay for it. Not saying that they have to pay for it if if the foundation were to find other means but that but they're they're the ones who have to say that. So I'm I'm not sure where to go with this. And I know I've talked to Larry Larry came in on Saturday to the library and he signed a lot of the forms for the grant that that have to be uploaded. But

one of the things that has to happen at this meeting is the assurance, which it's just saying that we are following all of these regulations I have to find the assurance piece of paper and I can tell you what it says, okay, so it's saying that the applicant gives assurance that it possesses the legal authority to submit the application, that the project will be conducted in accordance with all applicable federal, state and local laws and regulations. I'm skipping over parts of apply to acquiring real estate because we're not going to be doing that. The one part of the assurance is that the library building or site of the construction construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction. And the owner is aware of and approves the proposed construction project, and the building is open to the public.

L

Lisa Carr 10:58

And then it's they added another page saying that we're not going to use the money for things other than the purpose of the grant. And so they give this bulleted list of things you can't use the money for, like salaries or leasing equipment or recurring software licensing, that kind of thing. And then the final part of this is this application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of education law, section 273. A. and commissioners regulations, section 90.12 was read and duly adopted by the Board of Trustees of the Seymour Public Library District at a legal meeting on August 25 2020, at the signature of the president and then the name of the President. So before, before, I feel the board could actually move ahead on on this assurance, I think we need to I need a decision about where we're going if if we're going to try and keep pursuing roof grant, or which is really hard. Because the foundation really isn't available in such a short time span, or whether we should pursue the West lobby. And I did, the West lobby is going to be about \$450,000. And we would we are eligible for 75/25 match, we'll get approximately 300,000 if this grant is approved. So the Library District would be having to provide certification of funds for 100, not more than 150,000. That 450,000 does include replacing the elevator, I just got word two weeks ago that the manufacturer of our elevator is not going to make parts for it anymore. And we should plan that into our capital improvements project and this time to timely to get it done. So that's a lot to lay on everybody. And I'm I'm sorry that it's so mixed up.

R

Russ Harkins 13:46

With regard, Lisa to the deal deal deconstruction grant, is that a one time thing only.



Lisa Carr 13:52

No, it's every year, it's money that's set aside by the state legislature. Last year, there was a Finger Lakes had access to a pool of a million dollars. And we they recommended us for an award of \$455,000, something like that for our children's room renovation. So we've used it to do the history room, the IDEA Lab, some other parts of the roof. There's certain requirements about how the grant can be used. There has to be construction, actual construction in the room where wherever you're doing that, but if you are doing construction in that room, then all of the furnishings and finishes can be included in the grant. So if you're going to build a custom cabinet like we did in the IDEA Lab, where the sink is we built custom cabinets, that was considered construction. And so we were able to also get new carpeting and new paint. If you can't get this grant just to paint, there has to be it has to be part of a larger project. If we said that the class that the IDEA Lab was a computer lab, the purpose of the room is a computer lab, then we can also add in the equipment computers as part of the construction.



Russ Harkins 15:36

Lisa, it sounds to me the way we're talking that the grant is roughly \$300,000, that what we've kind of figured would be available for Seymour,



Lisa Carr 15:52

right



Russ Harkins 15:52

Tell me if this is wrong. And so so it isn't, like, we're, we're giving up 10s of 1000s or hundreds of 1000s of dollars by not taking by not doing the roof project at this time. But that we would still get roughly the same amount of money for either project.



Lisa Carr 16:17

Yes, exactly. There's a finite award, the Finger Lakes, Finger Lakes has last year, they had a pool of a million dollars this year, they have a pool of 361,000. But there is another library that is also competing for the funds. And and to my knowledge, there's only the two of us and that their project is smaller. So I think, you know, my estimate, based on my conversations with Sarah, and Christie, the they are going to be asking for approximately \$50,000 I wanted to have wiggle room. So I think 300,000 is safe. If the state does not cut that money. So far, there's no word that that money would be cut. But we're in crazy times

L Larry Liberatore 17:13
the overall fund has been cut compared to last year,

L Lisa Carr 17:20
um, it's

L Larry Liberatore 17:22
The total amount distributed, the total amount already

L Lisa Carr 17:26
one of the well, it's a different amount every year the Governor when he does his budget, he cuts it and then the legislature puts it back. And last year, one of the reasons we were able to get so much money last year for the children's room project is because we didn't find out until the end of July, that an extra an extra chunk of money was added in because I don't know the budget things were late. And so other libraries weren't ready. They the pool was usually around 300,000 \$320,000. And all of a sudden it got bumped up to a million. So I don't think it's lower than last year. But I don't think that it was a cut as much as last year. We got it.

J Joe Runkle 18:25
Well, and to Russ's point, this grant is available every year. We don't know. We don't know what tomorrow is gonna bring. But it following past history, a grant of some kind of money would be available again next year that we potentially could apply for the roof. Given that our our trustees are in the situation they're in with and we're in we're in it with them, Nancy, and as far as as who owns the building who you know, who's responsible for capital improvements of the building, the shortness of the amount of time we've got to apply for this grant. I guess my recommendation is we switch back again and use the money for the West lobby, the grant money for the West lobby.

N Nancy Karpinski 19:21
So

J Joe Runkle 19:22

we've already approved the Dunn money to make up the 25% match.

N Nancy Karpinski 19:27
Right, right.

J Joe Runkle 19:28
I feel

N Nancy Karpinski 19:29
what I think what what I am Can you hear me? I think I was muted in that. Okay. Hear I've been talking. Um, you know, I, Lisa and I have talked ad infinitum about this haven't we Lisa, in the past few days, as we have, you know, tried to pull something together. And, you know, I I take some responsibility for sort of letting the ball drop on this. Because you all can say, Hey, wait a minute you got you knew about this, you knew what the costs, you know, you've seen the reports, blah, blah, blah, which is true. But I think that I think that the foundation folks are are not thinking about this, you know, on a regular basis. And after the last month's meeting and our discussion, I probably should have alerted them to the fact that this is what you were thinking. And I didn't do that. I think I was sort of who knows what waiting to hear from Lisa talks more from Lisa. And then things got backed up a little because she obviously had some other things going on in her library life. So suddenly, here we were, what, a week ago, Lisa, or so when she and I really got to talk about all of this. And I quickly sent a message to the foundation, folks with the estimate. And Larry, you did your part, you got the construction estimate, like you said, you would. So send it out to the executive committee. And, you know, it wasn't accepted with open arms. And I realized then that this was probably going to take some work. And that would mean, the foundation getting together like this, if they're willing to talk to Lisa, again, in this very short period of time. And it's, as Walter Lowe said to me, when I took everything to him, for him to look at, that's a lot of money. And it is a lot of money. I also one of the things I wanted to clarify with Lisa. And Larry, you can speak to this is that one is not dependent on the other. In other words, you could do the lobby work?

L Larry Liberatore 22:10
Yes.

N Nancy Karpinski 22:11
Without doing the roof. Right?

L Larry Liberatore 22:14
That is correct.

N Nancy Karpinski 22:15
Okay. So, um, that made me feel better. Because if, if we can't pull this together, I don't we can't lose this grant. I guess that's the main thing. You know, we just can't lose the grant.

L Larry Liberatore 22:30
without,

N Nancy Karpinski 22:31
yeah,

L Larry Liberatore 22:32
even if this were like a single project, they would still be two projects, because

N Nancy Karpinski 22:36
that's right,

L Larry Liberatore 22:37
You'd have the construction company doing the lobby, and you would have a roofing company doing the roof.

N Nancy Karpinski 22:44
Right,

L Larry Liberatore 22:45

you wouldn't have the same contractor doing the same kind of work. So,

N Nancy Karpinski 22:48
right,

L Larry Liberatore 22:49
they are independent of one another. In fact, we have two different architectural firms that would be responsible for designing and putting together the full services for each. So the roof is not dependent on the lobby, and the other way around. And what is urgent is that we do not let this grant money.

N Nancy Karpinski 23:13
Absolutely, absolutely

L Larry Liberatore 23:15
fine.

N Nancy Karpinski 23:15
Right. So So no matter what we decide, I still need to go to the foundation and get their approval for the project. So that still has to happen.

L Larry Liberatore 23:27
Yes.

N Nancy Karpinski 23:28
Roof, lobby before September 4,

L Larry Liberatore 23:33
yeah,

L Lisa Carr 23:33
right

L Larry Liberatore 23:34
Well, it seems like the easier the easier and more more expedient way to handle this is to go with the lobby, the roof is still going to be there, we're still going to have to be addressed. But given the fact that, you know, we've got about a week to for the foundation to meet and to approve and to move forward and so on. I'm in favor of moving moving this grant along with with the West lobby improvements. I mean, you know, the million dollars is is conservative, but we also want to go in with our eyes wide open, and we don't want to be thinking that it's you know, \$750,000 project and then it comes in a million. I'm much happier to have a come in at come in at 750 with a budget of a million. Then you know, and then say Oh, phew, and you know, quite frankly, the reason the budget is the way it is is because the work that the work that Bell and Spina did. They gave us a pretty broad range of what they thought the estimate might be. And so you know, we're erring on the side of, you know, being being conservative at this point. I will say that we went ahead with our application to SHPO. And SHPO, you know, got received all the information, they have all the information that we have. Because, you know, I uploaded the report that Bell and Spina built into schematic design. They had, I think, five, they didn't, they didn't reject it, but they have five different questions or items that they wanted us to answer. So we reached out, again, to Bell and Spina with those questions, and they're confident that that, you know, each of those can be addressed and saved to their satisfaction. So, you know, and of course, the biggest question we had was, had to do with the skylight replacement skylight. So, Dan Jackson was feeling pretty comfortable that we could do all of that.

N Nancy Karpinski 26:05
Right,

L Larry Liberatore 26:06
everything is in place to move forward with that, except for the fact that we need, we need assurance from the foundation.

N Nancy Karpinski 26:14
The money, yeah,



Larry Liberatore 26:16

if we can't do that in a timely manner, I don't want to jeopardize that losing, you know, 300,000 that we could put toward improvements for the library.



Nancy Karpinski 26:28

I think it would be important if we don't, if we can't, don't whatever the word is, is appropriate, move forward with the roof. At this point, I think there are some things that we we just need to keep moving on and not let it sit, you know, for Lisa and I talked about this a while ago, not let it sit, you know, for another year. In other words, maybe we could be ready to spend the money to get the bid documents or, or whatever it is. Certainly waiting for the approval from is very important. So I just think we, I feel I feel badly. That this happen, but my hands are tied somewhat. Yeah. And we still do have to get approval for the lobby, the work in the lobby, and then we will quickly transfer the ownership of the building to you guys.



Larry Liberatore 27:33

Yeah. Yeah, that's a meeting that we go through.



Nancy Karpinski 27:37

And then you can do the roof. I mean, no matter even with that, you still are still gonna need foundation support. So right. So it doesn't matter. Okay, Joe? Joe, how do you feel you're my only my only board member here?



Joe Runkle 27:53

No. Given the situation we're in right now, it makes me feel very comfortable to switch to the west lobby project, not give up the 300 grand, and then continue discussing the roof project for another year. Unfortunately, we'll have to move buckets and tin pans and whatever.



Nancy Karpinski 28:15

Yeah.



Joe Runkle 28:15

To catch water. mops. Yeah. But But no, I want to like to proceed with with the West lobby project. And if if it requires a motion, and I'm, I'm very willing to make the motion. Let's now apply for the DLD grant for the West lobby project.

L Larry Liberatore 28:37
I believe that is a necessary, Lisa.

L Lisa Carr 28:42
Yes, I need that. So

L Larry Liberatore 28:45
we can consider that a motion. Good. Okay. And I'll second that. So, that would be renovations to the west lobby based on the cost estimate provided and the and those are based on the schematic Maysthat was prepared by Mayes or Butler Rowe and Mayes. Right.

L Lisa Carr 29:12
Right. And it does, it does further our move towards the grand plan. It would include putting the bay window up south wall overlooking the Gold...Goldman garden, as well as on the west wall, the second chapter room overlooking the Goldman garden,

L Larry Liberatore 29:35
and we get to check address the elevator.

L Lisa Carr 29:43
elevator, right.

N Nancy Karpinski 29:44
Right.

L Lisa Carr 29:45

Right and also some looking at the AC. So dealing with air conditioning that you know is that I just found out last week, that filter hadn't been changed in well over 15 years. So it's, I know it's and and when Chris came out from Mason and Grant, he goes, I know why. I know why they haven't changed it. I guess it was just in a really awkward hard place. But he cleaned a bunch of coils. He did a whole bunch of work. And we're in. We're in good. A good space right now.

L Larry Liberatore 30:25
Okay,

J Joe Runkle 30:26
okay.

N Nancy Karpinski 30:27
Nice. Larry, Can I say one more thing? This is not, you know, an out for us. But in my mind right now, given everything else that we're dealing with. To me, I think the lobby renovation is the sexy way to go. You know, it's, it's, it's the exciting thing, it's something people will see,

L Larry Liberatore 30:49
yes.

N Nancy Karpinski 30:53
The roof is just something that has to be done for a lot of money. But the the lobby renovation is something for the community. I just to me feels good right now.

L Larry Liberatore 31:07
Yes. And I think it would be really important, we talked about this quite a long time ago. But I think it would be really important to set that vision out in front of the public, even if it does not include at this point, an addition, but at least we can say, you know, this, we should be publicizing the graphics and schematic designs and all of the images for the children's room, because that's a big deal.

N Nancy Karpinski 31:33
Right.

L Larry Liberatore 31:33
And then we'll definitely want to, you know, inform our customers our patrons that that next step is going to be your phase two is going to be the lobby. So, right. I think those are important things to do in terms and I agree with you, Nancy, I think it is the call it the sexy way to go. But it does. It does. It really does give, you know, it's really appealing to patrons, the people who are going to be using the library. So

N Nancy Karpinski 32:06
right and in this in this COVID world it's an opportunity also to really think about, you know, and you do what you need to do,

L Larry Liberatore 32:16
right.

N Nancy Karpinski 32:18
Be safe and...

L Larry Liberatore 32:19
Okay. Okay, so, any further discussion about the motion to move forward with the West lobby? Okay, hearing none, all in favor?

M Multiple voices 32:35
Aye.

L Larry Liberatore 32:37
Opposed? Okay. Thank you very much. We'll keep talking. Nancy, you'll eventually set something up when we can. So maybe sometime in September?

N Nancy Karpinski 32:50
Yes. When you're no longer in Colorado Larry.

L Larry Liberatore 32:53
Oh, yeah. Well, couple more weeks.

N Nancy Karpinski 32:59
I'm envious.

L Larry Liberatore 33:01
We're not on the quarantine list, by the way. So I don't think would flirt with that. But I have to tell you that wearing a mask for six hours getting here

N Nancy Karpinski 33:11
on the airplane

L Larry Liberatore 33:12
I just have a lot of respect for all those health care people. that have to wear this day in and day out. Oh my goodness.

N Nancy Karpinski 33:19
Yeah.

L Larry Liberatore 33:20
Anyway. Okay. Discussion items, then is Next on the agenda. We did have an executive committee meeting on 18th. And the items we talked about, are the three that follow this so I guess we'll we'll move to that. The board of governance you guys met?

G Ginny Kent 33:46
We met earlier in August. And Lisa, I think the only part of this that, you I don't know, you probably haven't a chance to follow up on it. But information from Ellen Beck about.

L Lisa Carr 34:03
I just I just talked to her two hours ago. Can I give you my update?

G Ginny Kent 34:10
Absolutely.

L Lisa Carr 34:11
Okay, so she's glad that we didn't talk until this afternoon because there was actually an amendment to the governor's executive order that was made last night. So we had made this date to talk today about the executive order that would allow absentee ballots, and she said it was very murky. She had a lot of questions about it. But how it was amended last night did include libraries under education law. So we she's she's sending me everything we need to do about absentee ballots. absentee voting has to be made available under education law because we're kind of following along school district lines. Um, and then. So. So that was one question that was resolved. And then the other question was about the budget. And she said that our legislation is pretty clear in the language. And that the only time our our taxpayers need to vote on the budget is when the tax levy changes. And so since we're not changing the tax levy, we do not need to put the budget up for vote.

R Russ Harkins 35:37
Oh,

G Ginny Kent 35:37
Really.

R Russ Harkins 35:38
Really.

L Lisa Carr 35:42
And it has to do with it has to do with the language in our, in our legislation, and she was saying some places. It's that when the budget changes, and they use the word budget, they don't specify tax levy, but for us, the legislation specifies tax levy.

G Ginny Kent 36:10
So did she send you where that bided? Not that I want you to read it. But obviously, we need

L Lisa Carr 36:17
she's going to be sending me whole bunch of stuff, I will share all kinds of follow up language.

G Ginny Kent 36:24
Well, that makes things a little bit easier.

L Lisa Carr 36:28
I mean, I I'm all for being super transparent. And what we're doing and I'm, you know, I'm happy to answer questions about the budget. You know, if you if you feel that that's important that we do some kind of information night, not that anybody has ever come before. We can talk about that more. But those if that is the the two pieces of information that the lawyer said that they would provide. So that's my update.

G Ginny Kent 37:01
That's fine. And actually, I think we talked about trying to do an information night and it just, I don't think it's going to work. Well with you through Zoom right now. So yeah. So the other things we talked, Thank you, Lisa. Um, the other thing is, we talked about at our board governance, and please jump in those of you who were there talked about rather than have an information night to encourage people to become more aware of their local library, consider, you know, being on a committee as a committee member or running for a seat, it's available in their, in their district, we might do something a little different, which would be testimonials. And I am, I was going to be the guinea pig. And I'd have written up a few things. But I think I'm going to work directly with Jackie after trying to do some pictures. But anyway, the idea would be that those of us who serve on the board as a trustee, or even who serve on a committee could talk about why you serve. And it doesn't have to be heavy and deep. But you know, really search Google stuff, you could look on Instagram for inspiration, look at our own materials on those of you who've been on the board long enough to remember when we did our branding and our strategic plan really get to the heart of why we do this. And it's really not about necessarily because you'd like to read more, because you loved the library as a child, although that is important. And we

all remember that. And most of us are like have some memory of that, which sort of drives us in a way. But anyway, so I promised the committee I would send them something. So you'll see something the next few days from me that is a testimonial I thought of and thanks to Lisa and Jackie Jackie is going to help pull this together. So it could be something that we could use on social media and the website. I'm not really sure all where it could end up. But I know Meg's on the committee and she had mentioned this being used a few years ago in another organization and seem to sound like a really good idea and go well. I'm so I'm going to be the reason I'm talking about all this. So we will be asking board members to contact me if you're interested in doing this. And if I don't hear from anybody, I will be contacting you. So I mean, if you need to have every single board member of us I don't think that was the concept. We got to have like a long half hour, one after the other but it would be great to have that we might be able to use it differently. So this is really to remind the community. We're out here we serve the board the library It is important and it isn't. It is involving people from throughout the community. And actually, Jackie, within the citizen, monthly update from the library the other day, that was right on, right on target, right on message, all the things we talked about. So we talked about that, um, we do have the election coming up, three of you are up for reelection, I will be calling you separately outside of this meeting to talk to you about that. So be be expecting a call from me. And I'm looking at my notes while we talk, I'm trying to think. So anyway, we really liked the testimonials to kind of be ready for early September, like the first end of the first week in September. So that's a couple of weeks out. And we're really just asking for thoughts or sentences, and I will send something out to get the creative juices going. Any thoughts on it? or ideas or feedback? Okay, would you be willing, oh, go ahead,

M

Meg Vanek 41:08

we thought talked about doing along with the testimonials is, you know, sending along like a fun image, not like, you know, a portrait, but maybe just have the person that does the testimonial, you know, it doesn't have to necessarily be Apple library or whatever, but some kind of imagery to go with it. So when the social media goes out, kind of a face with a testimonial.

G

Ginny Kent 41:34

Meg, do you think this is something that we should just all send to Jackie and let her play with it? Or should she help us with the theme? Because she could do a background or pictures or whatever we want,

R

Russ Harkins 41:47

I guess made her singing because she's the one that's going to be doing it so that we like somebody doesn't write like five paragraphs and somebody else writes two sentences? Maybe she could give us parameters? Okay, I don't think we could have too many of them. Because the organization that I was about are involved with it did it was united way we get it in little pieces of social media one day might be Mary saying something and another day might be Dixie, you know, so it wasn't like everybody was all there together. So it was chunked out.

G

Ginny Kent 42:19

No. Okay. All right.

M

Meg Vanek 42:20

Like it worked. And then they used it in newsletters and things like that as well.

G

Ginny Kent 42:25

Okay. Oh,

M

Meg Vanek 42:26

The merrier, I guess.

G

Ginny Kent 42:29

Okay, good. Um, so that you'll be hearing from from me. And, yeah, so the other thing we just really talked about is an upcoming retreat day that we're going to have during the first quarter of 2021. Um, and we didn't go into great detail about that. But hopefully, that will help us also talk about what's going to happen in 2021, for the library for our board. And I also, we also talked about maybe having an education, beginning of a meeting, where we could talk in more depth about some events that have to do with the board and our service. So what else board people committee people

D

Dixie Warner-Webert 43:14

got it



Lisa Carr 43:16

I think you I think you've covered it.



Ginny Kent 43:18

Yeah, we got the election coming up. So.



Larry Liberatore 43:22

Okay,



Ginny Kent 43:23

okay. I'm done.



Larry Liberatore 43:24

Okay, great.



Ginny Kent 43:26

Thanks, Larry.



Larry Liberatore 43:27

Okay. All right. So we did talk about I think these are the three things we talked about for the executive committee meeting. Lisa.



Lisa Carr 43:37

Yes.



Larry Liberatore 43:38

reopening, new organization, revised employee handbook. So let's just, I guess we're just sort of go in that order. And Lisa, do you things you want to talk about there I mean, in particular, I know that we talked about moving the library, your quarantine book area. We talked about moving more of the children's collection upstairs to be more available. We also talked about where or how we were going to determine the maximum occupancy

and keeping that to 50% because that's the that's the requirement. Was there anything else in particular?



Lisa Carr 44:32

No, I just wanted to keep everybody up to date. And I know that this is the number one question that we have of everybody coming in the library is like Oh, when is the building and be up and when can I use the computers? So I'm I'm really thinking we will have this in place to be open the building by the end of September. I was hoping for mid September, but I if it can't be if it's mid September. That would be great. But I'm really thinking it's gonna be the end of September. And we're just working through all of the issues on the list of you know, what, what changes do we need to, to make? We're just working through it right now the main thing is how, what kind of movements we could make with the collection. So, so don't do things twice, because the children's room will be closed for construction at a time where families really need access to our collections. So we don't want to put any any of it in storage. So how can we how can we make it still available? That's, that's really been our goal. So we will be moving and shifting things around. Leigh was on vacation last week. But she was in today and has been working with Jill and looking at Okay, you know, what can we fit here. And one of the things I'm looking at doing is part of our construction grant for the children's room is for furniture and it includes nine mobile double sided bins style shelf units, and if I buy them now, we can use them on the main floor. And then when construction is done, least we have them but rather than try to buy shelving, just to buy shelving, let's buy what we actually are going to use. So I was on the phone yesterday with Lisa Hayes and the supplier that they work with and it's it's a New York state contract price. So that's a great price.



Ginny Kent 46:53

Is it Warcraft?



Lisa Carr 46:55

No, I think it's Hale.



Ginny Kent 47:00

Just curious.

L Larry Liberatore 47:02
Okay,

L Lisa Carr 47:04
so, so we're working through you know, everything from that moving, moving stuff around to Dori has been going around and and putting these notes on our cleaning supplies. Like, very specific notes about, you know, you can't just spray cleaner we're out of we're pretty much out of Clorox wipes. I've ordered a case. But they're those canisters. They're \$20.59 a piece.

L Larry Liberatore 47:43
Oh my Lord

G Ginny Kent 47:44
Holy cow.

L Lisa Carr 47:45
I know. Yeah, that's the ones I had to order online. If you happen to find a stash yesterday, I went to Walmart, Lowe's, Walgreens, Rite Aid, Big Lots, Donovan and Luska, it just you never know when you're gonna find them. But anyways, so we still have all this cleaning we have to do.

L Larry Liberatore 48:09
\$20

L Lisa Carr 48:09
Twenty dollars for a thing, and I've ordered a case. So

L Larry Liberatore 48:15
The thing should be \$2.



Lisa Carr 48:18

I know. I know. So you not only do you have to get EPA rated cleaning supplies that are the ones on the list that say you can use to kill COVID. It depends on their usage. Sometimes you can spray it and let it sit 30 seconds wet, and then wipe it. Or sometimes it's five minutes. And that's just it. And then you know, what kind of eye protection Do you have to wear? And do you know what? You need gloves? And so, um, so I'm dealing with lack of consistency in supplies. So if I have three different kinds of sprays, what are the rules for those three? Okay, it's just crazy. Yeah. I don't even really want to talk about that. Okay, so the kinds of things we're putting in place, as we look at, you know, letting people in the building, how much more cleaning do we need to do more frequently? Questions about the bathroom? I did get word from Finger Lakes library system that even even when we open our building, we do we are not at this time required to have our bathrooms be open to the public. They could be for staff use only. And so I might, I might do that for now.



Larry Liberatore 49:46

safest way to go.



Lisa Carr 49:48

Right. Right. Right. Um, so working through regulations and then staffing and how does this work? How What's the reality of what we're trying to do? Who's going to keep count of how many people are in a room? How will we, how will we ask people to move along? What kind of scripts can we write? So that's the level of detail we are in right now. We have a good outline, it's fleshing it out what needs to happen



Larry Liberatore 50:22

Okay. Well, you have questions about the reopening status at this point. Okay. Lisa, and staff had spent a lot of time looking at a reorganization the of the library, I think, in part because of Danette's retirement. But I think it also sounds like it's something that was kind of long overdue. And it's really a organization that kind of divides and makes people responsible for certain areas of the operations, so that it's not everybody doing everything, or in this case, Lisa doing everything. So he said, You shared with us a very, very nice way of organizing all of that. In that case, I forgot what the name of that program was.



Lisa Carr 51:27
Oh, Trello.



Ginny Kent 51:28
Trello.



Larry Liberatore 51:28
Thank you. Yeah. But you Can you summarize, you know, the organization?



Lisa Carr 51:36
Sure, I could, I can share my screen. And can you see that guys?



Joe Runkle 51:49
At that's



Lisa Carr 51:52
okay.



Larry Liberatore 51:52
And some of it includes, you know, hiring new people or putting and or putting existing people in new positions. So I think the bottom line, too, is that this will ultimately impact the budget. So it'll have to be on budget to finance can be well, we'll need we'll need some input on this in terms of how we have to go forward into 21, and so on. Right. So why don't you go ahead and give us a rundown here you came?



Larry Liberatore 52:27
Sure. So I did in my Director's Report that I sent out, I did try to include a chart that said, on one side of the table, this is what we have right now. And this is what I'm hoping to move it to. And Larry did a good job at explaining what I'm trying to do is bring things together. So I'm going to give a really good example is communications, all of our print, newsletters, our digital newsletters, our social media, is split between Leigh, Jackie, Jill, and Mary. And nobody really is in charge of it. And there's a lot of checking with each

other and like, well, who's going to do this? And how are we going to do it. And while they're doing their other job. So one of the first things that that I looked at doing is adding this department that's communications and marketing and having it really concentrated one person is is going to be coordinating it and doing the majority of the content. There's a lot of overlap, though, so that this person would have to get information from Jill about what's happening in in the children's room or Dori, if Dori is doing some kind of a special thing about, you know, 100 year anniversary of something, you know, that content would have to come from Dori. Um, but but I think it frees up Jill, Mary, Leigh, you know, to be able to do their jobs and concentrate on what they're doing. And I think it makes having this be a department makes like one person it's a lot more consistent to have one person in charge and overseeing that. The other the other departments that I'm looking at, I renamed talked about public services. We've talked about patron services. And even this one is saying customer experience and I just changed the language. I didn't change it on this to say library experience. And the idea that we're putting all of our library assistants and library associates under under one person when Danette was here, Danette did a little bit of facilities following up with building staff, she did a little bit of HR following up with civil service, she did a little bit of work on the circ desk to make sure that there were procedures in place. So I looked at all of those pieces of little things that she did in lots of different places and tried to put those those tasks where they belonged, and then looked at what kind of a position we needed. So I think we really need somebody that oversees all of the circulation staff. Um, and, and, right now, that's Jill, we don't, we don't have a truly functioning Youth Services area right now. So Jill has taken this on in the short term. But ultimately, she wants to go back to doing the work she was doing with working with kids and families. And then the senior library associate position is something that exists right now. It's vacant, but we have it on the books. And then all the library associates the new position underneath this, this director of library experience would be technology coordinator. And it's just something we're not doing really well, right now, a little bit is with me a little bit is with Mary Lovell a little bit is with Bill. And we just need somebody who, who can do the classes, both for staff, internal customers, but then also in the community and meet those technology needs that we said, meeting the technology needs is one of our four areas of strategic focus. So we just need to get a little bit better with that. And I think by having one person again, assigned that role,



Lisa Carr 57:05

it would go a long ways. And I wasn't even looking at this necessarily being a full time position, I was looking at this being 30 hours a week 25 to 30 hours a week, I am looking at all of the department heads for library experience, communications, reader services, and family and community engagement. All all of those positions would be full time right now. This one, family and community engagement is full time. That's Jill. It's really

important to her that we stop that we stop separating things by adult and children and really look at look at family engagement as a whole. And then underneath Jill, in this department would be a youth services assistant who right now is Kathy Kirk. And she would essentially be doing the same job that she would be doing pre pandemic. And then the community services coordinator position is what Jackie does right now. Half of what Jackie does is programs and the other half is doing all of our communications work. So Jackie either stays and does this or she moves to be doing more communications work. So I'm not sure how that falls.



Joe Runkle 58:41

with Lisa. I don't mean to interrupt, but I have to leave our meeting.



Lisa Carr 58:46

Okay.



Joe Runkle 58:48

You're right. I'm sure we'll be discussing this in finance as far as all the cost implications go. So. Alright, thank you.



Lisa Carr 58:56

Thanks, Joe.



Larry Liberatore 58:57

Bye, Joe. Thanks,



Russ Harkins 58:58

Bye, Joe.



Lisa Carr 59:01

Um, so director of reader services right now, that's Leigh Romano. She works 25 to 30 hours a week. And she does all of our collection development. And the idea here is to consolidate everything that we circulate, whether it's anything you need a card for, whether it's to access ancestry.com or creative bug or the telescope or books or digital

content, all falls under Leigh. And I'm looking at I want to move the history Discovery Center under Leigh as well, which is really a special collection and so Dori would still do the same thing she does now except she would report to Leigh and right now she works 35 hours a week and I would like to bump it to 40 hours a week. And I would like to have her start doing this, this grants coordination, grants development work. And then the the last big change is right now we have Melissa Jordan is our is our senior account clerk is the her civil side civil service title. And she works maybe 10, 10 hours a week, you know, some weeks, it's six, some weeks, it's 14 depends on if there's board reports, but I'd really think we need to look at having somebody work 30 to 40 hours a week and either as an office manager or business manager, and that person would take on the bookkeeping, liaison with civil service, we have tons of paper to happen with civil service. And then the HR functions that Danette used to do and then the facilities function that Danette used to do following up with, you know, the maintenance man. Andy, and when he needs something ordering it, or if he called, you know, contractor or the plumber to come in and look at something just following up. Did the plumber come in? Or

 Larry Liberatore 1:01:28
sort of like an operations officer? Right.

 Lisa Carr 1:01:32
Yeah.

 Larry Liberatore 1:01:33
Right, it's somebody in charge of operations, essentially.

 Lisa Carr 1:01:38
Yeah.

 Nancy Karpinski 1:01:39
Except she would do the accounting part of it. Right. Lisa?

 Lisa Carr 1:01:43
Right. Right. I think the majority of it is the accounting piece.

L Larry Liberatore 1:01:51
Yeah. Kind of a combination CFO COO,

N Nancy Karpinski 1:01:55
right.

L Lisa Carr 1:01:57
So that's, um, that's it in a nutshell. I, what questions do you have? What can I answer for you?

N Nancy Karpinski 1:02:09
Looks good.

G Ginny Kent 1:02:11
You know, Lisa, this is long overdue. I'm so glad to see us moving in this direction, because it's just an overwhelming amount of responsibility for one or one and a half or two FTE. And you've, you've done an incredible job, but this is going to really make it flow, it's going to help it grow. I just think it's a wonderful direction. It's just my gut feeling. After I looked at all of this,

L Lisa Carr 1:02:46
Were you able to get into the Trello board.

G Ginny Kent 1:02:48
I was

L Lisa Carr 1:02:49
okay.

G Ginny Kent 1:02:50
I really like it. And I want to use it. So.

L Lisa Carr 1:02:52
Okay,

G Ginny Kent 1:02:53
yeah, it's awesome.

L Lisa Carr 1:02:54
Okay. So at this this software called Trello, I was able to include all the low working job descriptions, updated for each position. And I'm trying to include I included the goals that that we set back in 2014 2015 for each of these areas. And I that's something that I would want the directors, the department heads to, to part of it is that strategic planning, right to ask those important questions to look ahead and say, What what are the issues we're having with library experiences? What should we tackle this year? For 2021? What What do we need to look at what we need to look at the library card experience, or we need to do a better job at making sure people know about some specific service or you know, but that would be that that of people, that team would identify what they really want to work on. But it has to be that it's supporting the overall goals of the organization. So we we really need to do our strategic plan the next year. And I think, though, I think this is a good set up to help us move ahead.

L Larry Liberatore 1:04:23
Do you have a plan, as far as the implementation of this goes, because, as I said before, some of this will require a new position something or existing position or using using current staff, but perhaps increasing their number of hours and such. I know you'll want to implement this as soon as you can. I think again, it needs to be vetted through the Finance Committee just to see you know, what, what if, if and what kind of impact that might have on the budget. And or you know how we balance the budget with us. So I think it's important. That's an important next step. But I would certainly like to see this implemented as soon as, as soon as feasible, that is feasible.

L Lisa Carr 1:05:14
If I have, if I have your authorization, what I'd like to do is work with civil service to create the new position duty statement for the technology coordinator, and the business manager. Those are two job descriptions, job titles that don't exist for us, because that's an additional complication is we're subject to civil service. So I can't just say, I'm the

director of library experience is, you know, librarian, one, that that's the civil service job title. I can't just say, Oh, I want to hire this person over here. I have to go to civil service and say, Where does the list stand? Has it expired? Sure. Yeah.

L Larry Liberatore 1:06:06

I think before that happens, though, don't you think it was an appropriate that we we incorporate these changes, take a look at the budget, see how it impacts the budget and stand on a budget gets balanced for 2021. And then once we're all comfortable with the fact that we can make these changes and be able to pay for them, then I think that that is a board that we should be willing and able to go ahead and authorize you to proceed. I think in principle, I certainly don't have any objection to any of this, I think it's a wonderful, it's a good step. And it's a step in the right direction. But it does cost money. But it does cost money. And and that's where we need to find a way to see how the budget work. And if the budget, you know, you have the meeting with with the budget with the Finance Committee, and we can find a way to make all this work. You know, and maybe it's maybe it's phase two, maybe you don't get a technology coordinator until next year, but at least you know, let's let's see what kind of plan we can have to implement this. And financially being financially solvent and responsible for it, or so I think it's a great, it's a great piece of work that you all have done. I'm excited to see it implemented.

L Lisa Carr 1:07:32

Thank you. Any

L Larry Liberatore 1:07:35

Anybody else? Any other thoughts or questions, please enter it is, as she said, a lot to absorb. But, but I think it's really well thought out. And I think as with anything, it becomes a work in progress, and you evaluate your current staff, and you determine whether or not that staff can handle new responsibilities. So there's a lot left to be done in terms of getting this moving forward

L Lisa Carr 1:08:03

what I I've been working, I've been working with our HR consultant to make sure that that I have my the job descriptions are appropriate. All that. So one of the things I've talked to her about is how do we do this, and I made it pretty clear that we need an evaluation process. And then the supervisors need training on how to do how to carry that out. Because we've we've never really we've had like a whole variety of different evaluation

methods that I don't stick to and that I don't actually do. I just don't I never make it to that. So this structure really puts a big responsibility on the supervisors to do that. But those are the people that are so if if, if Jill is the supervisor, that people at the circ desk, then she sees what they're doing. When I walk by, it's a different story. So, so we need that level of training. So you're right, Larry, there's lots of work to be done. But it's not. Um, it's on my radar.

L Larry Liberatore 1:09:18

Sure. Oh, yeah. No, no doubt, no doubt. So let's, okay. Any any other any other thoughts or comments about the reorganization? Questions? Okay, so we'll look to see, you know, progress in the next in the coming months. And then the last thing that we had discussed was the revisions to the employee handbook. And you think you sent out the, the handbook link to that

L Lisa Carr 1:09:57

I think I sent the link as well. As a summary,

L Larry Liberatore 1:10:01

yeah. And I did, I did not get a chance to follow the link myself. But it sounds like most of these items were well directed by or they're they're really, really you have to follow certain protocols certain law, is that correct?

L Lisa Carr 1:10:27

A lot of it is updates due to federal and state laws that have changed. I think that the original handbook was published in 2013. And we've done a couple of updates. But when Caprice is the HR consultant that I worked with, when I started talking to her, she said that it was so far out of date with some of the legal parts that it was that we just went through the whole entire thing and essentially rewrote large swaths of it. With the legal changes necessary. Dawn, you, were you on the Personnel Committee last year?

D Dawn Taylor 1:11:13

Yes.

L Lisa Carr 1:11:14
So you know, how much work that we keep going back to that employee handbook? And let's do some updates. Yep.

D Dawn Taylor 1:11:26
Yeah, and I think it looks like you did a nice job of just kind of kidding, the main updates that we've looked at on this one page that you put on here.

L Lisa Carr 1:11:47
paid time off is still, I'm still stuck with that I'm still struggling. I'm not happy with the paid time off section that's in that handbook. And the executive committee agreed to look at that as a separate piece. Sometime in September, we'll have another meeting, maybe in October. And we can look at at paid time off right now. Full time. And part time people get vacation time, full time people get holidays. And as we're looking at changing more people over to full time, there's just there's a lot of pieces to it to look at. So the rest, I don't want to hold the handbook up when I think there's been such important work done. So this is just the first reading. It's a good time to ask questions or, you know, look at it, this is going to come up again at the next board meeting. If you think of something between now and then that you want to talk about, let me know. And if there's some other information I could provide to you let me know that.

L Larry Liberatore 1:13:03
So we should be really we should be ready to do to something or approve at least even if the paid time off isn't hasn't been resolved, we should be able to do something to have to approve the changes to the handbook at our next meeting is that what you're thinking. And the executive committee really is going to focus on this issue with vacation, sick time, etc. Okay. Okay. All right. We'll, we'll we'll do our homework between now and then. Okay. All right. And the last item on the agenda then is the election and the referendum and

L Lisa Carr 1:13:57
which we covered.

L Larry Liberatore 1:13:58
So yeah, is a date set yet?

 Lisa Carr 1:14:05
Tuesday.

 1:14:06
I have to ask you about that because I had a Wednesday down.

 Lisa Carr 1:14:11
What about? I thought it's the last Tuesday in October

 Larry Liberatore 1:14:19
27.

 Lisa Carr 1:14:20
Oh, yeah.

 Ginny Kent 1:14:20
I thought it was the

 Dawn Taylor 1:14:21
I've got October 28 on here from our meeting.

 Lisa Carr 1:14:28
October 28 is a Wednesday. So it could be either one Tuesday or Wednesday? It doesn't.

 Ginny Kent 1:14:36
I don't think people will know if it's Wednesday that we're all trained to do Tuesday.

 Larry Liberatore 1:14:41
So we'll do Tuesday. Yeah, I'd suggest to be Tuesday the 27th. Is that the date?



Meg Vanek 1:14:49

Yeah.



Larry Liberatore 1:14:50

Okay. Okay. Very good. Good, folks. Well, let's see. We are meeting again, then. August September. The third date here the 22nd. No, fourth Tuesday. Yeah. And we'll do the same. We'll do the same format. So the 22nd of September and four o'clock zoom.