



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes
7-13-20

Called to order at 2:02.

Present: Carolyn Austin, Glenda Bolton, David Hyland, John Pontius, and Tina Winstead.

Absent: Ruth Allen.

Meeting held via Zoom.

John made a motion that was seconded by Glenda to approve the 6-10-20 meeting minutes. All in favor.

Director's Report

COVID-19:

The Bassett Healthcare Network and Friends of Bassett Healthcare Network sent thank you notes for the library's donation of face shields each week. We donated a total of approximately 70 face shields.

Curb-side pickup has been going well. Appointments are scheduled on the half-hour, Monday through Saturday. During the weeks of June 15-27, 294 patrons picked up material. During the week of June 29-July 3, 131 people picked up material.

Beginning June 29, the library opened for browsing appointments. Browsing appointments are limited to 15 minutes and will be made on the hour, Tuesday through Saturday. Only five people are allowed in at one time until we can better assess the demand. Patrons are asked to use the self-checkout station. A total of 28 people visited the library to browse.

Computer reservations can be made for 30 minute sessions on the desktop computers. Disinfectant wipes are available for patrons to clean the computer stations before use. A total of 15 people used the computers during the week of June 29.

Tina has been investigating the HVAC system in the library in response to recommendations that fresh air intake is the best way to maintain a COVID-free environment. It is not common to have this type of air intake and another option will be to install HEPA filters.

Park Project:

Tina spoke with Duncan Davie regarding the SAMS fund that Senator Seward earmarked in 2019 for the Huntington Park lights. He was not optimistic that the funds would be received now that NYS is battling the pandemic. Since we have already received a grant to fund 50% of the lighting from Library Construction Aid, he indicated that it would be better to use the funds that were in hand.

Financial

Bills were approved via email on July 10, 2020. David made a motion that was seconded by Glenda to approve the budget transfers. All in favor.

The Quarterly Report documents were reviewed. John requested that Tina arrange for a meeting with Ginny Lee to discuss the Capital Fund.

Other

The Account Manager job description was reviewed and discussion was held about ways to fund the new position.

The first draft of the Master Plan developed by KBA Consultants was discussed. Rob Cullins has more information to add and will present the information to the Board before our contract is completed.

The next Park Project meeting will be held online on July 30 at 2:00.

Tina recommended that the Board pursue an engineering assessment of the building after the Master Plan is finalized. A suggestion was made to hire architects for this step since it may better complement the Master Plan.

John made a motion that was seconded by David to temporarily increase Tina's salary by a total of \$1250 over 10 pay periods to begin during the August 3rd pay period and to revert to her previous salary thereafter. All in favor.

Next Board meeting: Wednesday, August 12 @ 2:00.

Meeting adjourned at 3:23.