



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

Board of Trustee Minutes
8-12-20

Called to order at 2:12.

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

Meeting held via Zoom.

Words of sorrow at Ruth Allen's passing were shared along with the many ways that we will miss her contributions to our discussions. She was a valuable member of the library Board and will be impossible to replace.

Glenda made a motion that was seconded by David to approve the 7-13-20 meeting minutes after the date of the next meeting is corrected and the word "the" removed from the second line of the director's report. All in favor.

Director's Report

COVID-19: The most current services and policies that the library offers during the pandemic can be found on the website at <https://hmloneonta.org/covid-19/>

Protocols have been slightly altered since our last meeting. Curbside pickup is now available at any time without an appointment. 4CLS enabled patron notifications for holds and overdues and it unexpectedly created some difficulty in setting up appointments. We also learned that the timing of the check-out was crucial and had to be done after the automated notifications were sent. The staff problem-solved the situation and developed a good plan for a successful transaction.

The latest results from the REALM research study indicates that we should quarantine library materials for 5 days instead of 3. Surface contamination has not been as important as earlier thought but for the sake of due diligence, the library will continue to quarantine materials as long as evidence suggests.

The Leave Policy_Emergency Quarantine was reviewed. David made a motion that was seconded by Glenda to add: The Director may provide quarantine leave during extenuating circumstances if it may affect the health and safety of the staff or public. All in favor.

John made a motion that was seconded by Glenda to update the Temporary Safety Policy to more accurately reflect current protocols. All in favor.

Library materials are still being checked back into the library on a fine-free basis since they are kept in quarantine before removing them from a patron's account.

HEPA filters were purchased and installed in HVAC system.

Master Plan: Rob Cullin will be invited to present the plan to the Library Board in September. The Board asked that Rob bring his top short-term recommendations to the meeting. The Board would like to prioritize the 1st floor improvements.

Park Project: The public presentation will take place on Thursday, September 10 at 7:00 p.m. The contract with the Stimson Landscape Architect firm was signed by both parties and we are waiting for the MWBE Utilization form that must be filed with NYS Parks Department.

Other: The new phone system was installed and is working well.

The video feed for the security cameras was installed on the Circulation computer.

Digitizing the local papers that we have on microfilm was discussed. Tina talked to Advantage Preservation and they can digitize one reel for \$140. There is an initial fee of \$650 to create a website that they maintain. They can also load images to NY Heritage. They have a large format scanner that can handle our engineer/architect plans and the cost is \$1.50-1.75 per scan.

The 100th year celebration of the Huntington Memorial Library was not possible due to the pandemic so all agreed to do something next summer.

Financial

John made a motion that was seconded by Glenda to approve the bills. All in favor.

Budget 2021 Draft: the budget was reviewed and changes will be made for the next meeting.

Tina will send another request to Ginny Lee to meet with John Pontius and her about the capital fund.

Other

A thank you note from Kate Ackley was shared. Kate volunteered for many years at the library and as a senior honor society student, brought club members to the library to help with the Digital Device Drop-in Hours.

Next Board meeting: Wednesday, September 16 @ 2:00.

Meeting adjourned at 3:37.