



62 Chestnut Street, Oneonta, NY 13820 607.432.1980

**Board of Trustee Minutes
9-16-20**

Called to order at 2:05.

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

Meeting held via Zoom.

Privilege of the floor

Dave Hutchison spoke about the poor condition of the fence along Dietz Street. He said he would repair it if the Board authorized payment of \$500.

Minutes

John made a motion that was seconded by Glenda to approve the 8-12-20 meeting minutes. All in favor.

Director's Report

COVID-19: Clerk schedules were changed on a temporary basis to handle the Oneonta City School District's virtual school schedule.

The REALM Test 3 found that the SARS-CoV-2 virus was not detected on DVDs and CDs after five days if unstacked so our quarantine period expanded from three days to five. Test 4 results tested materials that are stacked in the way typical to most libraries, the virus was still detectable after six days of quarantine on hardcover books. HML began quarantining all materials for seven days and attempts were made to not stack materials. Space limitations make the process difficult to impossible.

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. However, some patrons' records are blocked because the items are considered overdue and fines accrue. It would be helpful to reduce the DVD overdue fines from \$1/day to \$.25/day. John made a motion that was seconded by Diane to change the DVD overdue fines to \$.25/day. All in favor.

Due to the spike in COVID cases among students that have returned to SUNY Oneonta, the library stepped back to providing services by appointment only. Tina communicated with the library director at Milne Library to discuss the impact of the students on the public library.

Students can print documents at the library by emailing huntingtonmemoriallibrary@gmail.com.

Park Project: The public presentation on Thursday, September 10 at 7:00 p.m. was well received by the community and the local papers covered it extensively. The community survey is due on Thursday, September 24. After reviewing the results, the Stimson team will begin development of construction documents.

Other: The Wifi booster has been successfully installed so people can access the internet from the front yard.

A new Verizon plan was adopted and may reduce expenditures.

Financial

David made a motion that was seconded by Diane to approve the bills. All in favor.

2021 Draft Budget was reviewed. Final figures for health insurance and income from the Trust will be available in early October.

John made a motion that was seconded by Diane to not exceed the tax cap in the 2021 budget. All in favor.

John made a motion that was seconded by David to adopt a fine-optional policy for adults effective January 1, 2021. All in favor.

John made a motion that was seconded by Glenda to include statutory short-term disability and statutory family medical leave at no cost to the employees effective immediately. All in favor.

Other

Master Plan presentation by Rob Cullin and Janet Nelson: Rob stated that the biggest finding from his study was that the library is extremely undersized for the population it serves. At less than 9,000 sq. ft., the Board should consider expanding useable space to a total of 12,000-19,000 sq. ft. He reported that the most cost effective way to do that would be to establish a satellite space that could include the children's collection and the makerspace. He said that we have 4 options for improving library space:

1. Do nothing
2. Re-organize the building as recommended in his report
3. Establish a second location for youth and a makerspace
4. Build an addition to the existing building

The Board was interested in re-organizing the building according to the Master Plan but requested that the topic be added to the October meeting agenda.

Park Project: an update on the progress and expected next steps was presented. After the survey deadline, the design will be finalized and construction documents developed.

The poor condition of the fence was discussed. It was noted that the decision to halt typical repairs was intentional since it was uncertain whether it would be included in the final park design. The fence is not part of the first phase of the project so it's a good time to decide if it's worth repairing. Dave Hutchison's offer to fix the fence by recruiting volunteers was discussed. It was noted that the sports teams he wants to recruit have been cancelled due to the pandemic and so won't be available. The Board determined that Tina should call a professional fence company for advise and pricing.

The erosion at the top of the slope was reported by the neighbor to be accelerating. Tina sent pictures to the Stimson team to determine if the problem is urgent. The Board asked Tina to ask the City Engineer or other personnel to look at it and advise us on the severity of the problem.

Next Board meeting: Wednesday, October 14 @ 2:00.

Meeting adjourned at 4:48.