

MINUTES OF THE PEARL RIVER PUBLIC LIBRARY BOARD OF TRUSTEES MEETING – MARCH 23, 2020

Page 1

In keeping with Executive Order 202.1 (regarding emergency adjustments to the Open Meetings Law in response to the Covid-19 pandemic), the public is not permitted in-person access to this meeting, and the meeting was held remotely via Zoom video conference link posted on Pearl River Public Library website 15 minutes before the start of the meeting. As required by the Governor's Order, the public will have the ability to view and listen to such proceedings via Zoom link, and the meeting shall be recorded, transcribed and made available on the Library's website before April 15, 2020.

A regular meeting of the Board of Trustees of the Pearl River Public Library was held remotely Monday, March 23, 2020.

Participating were Board President Eric Sharrin, Vice President William Morris, Trustees Donna Warren, and Dr. Elizabeth Van Wynen, Library Director Eugenia Schatoff, Treasurer Magdalena Parvulescu, Senior Account Clerk Debra McDermott, and Board Clerk Wendy Courtney. Trustee Marie Manning did not participate.

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Mr. Sharrin called the meeting to order at 7:21PM. All rose and recited the Pledge of Allegiance.

APPROVAL OF MINUTES

Minutes of the February 24, 2020 meeting –On a motion by Mrs. Warren, seconded by Dr. Van Wynen, the Board voted 4-0 to pass a resolution approving the Minutes of the February 24, 2020 meeting.

Minutes of the March 16, 2020 meeting – There was an amendment in the wording to acknowledge and record that some members attended the meeting remotely in accordance with the mandate to limit the size of public gatherings due to the outbreak of Covid-19 virus. On a motion by Dr. Van Wynen, seconded by Mr. Morris, the Board voted 4-0 to pass a resolution approving the Minutes of the March 16, 2020 meeting, as amended.

APPROVAL OF TREASURER'S REPORT, FINANCIAL REPORT & LIST OF CLAIMS

The Board reviewed the Treasurer's Report, Balance Sheet, Actual Cash Flow Spreadsheets for February 2020, and List of Warrants for March 2020. Mr. Morris had reviewed the warrants prior to the meeting and made a motion, seconded by Mrs. Warren, that the Board adopt a resolution approving the Treasurer's Report, Balance Sheet and Actual Cash Flow Spreadsheets for February 2020 and the List of Warrants for March 2020. The Board voted 4-0 to adopt the resolution.

STATISTICAL REPORTS

The Statistical Reports and graphs for February 2020 were noted.

DIRECTOR'S REPORT

The Board reviewed the Director's Report. Further to the written report, Ms. Schatoff discussed the library's activities prior to the Covid-19 closing, and what the library has been doing for patrons and public since the temporary closing due to the Covid-19 emergency. The staff is posting additional content to the website daily for patrons to view at home. Mr. Sharrin commended and thanked Ms. Schatoff for her leadership and foresight in the present emergency.

OLD BUSINESS

There was no Old Business.

COMMITTEE REPORTS

Building & Grounds – The Building & Grounds Committee will schedule a meeting for Monday or Tuesday, March 30 or 31.

Policy Committee – The Policy Committee scheduled a meeting for Friday, March 27 at 10:00AM.

Personnel Committee – No report.

Finance Committee – The Finance Committee met March 16 and included all trustees in that meeting to discuss the proposed 2020-2021 budget. The Finance Committee further discussed the minimum budget required to maintain the library building and library services through the 2020-2021 fiscal year.

PERSONNEL

No Personnel matters to discuss.

NEW BUSINESS

- a. **Resolution to adopt 2020-2021 Budget** – A resolution was introduced proposing that the Board of Trustees adopt a proposed budget of \$3,165,792; the amount to be financed by property taxes is \$3,110,192. On a motion by Mr. Morris, seconded by Dr. Van Wynen, the Board voted 4-0 to adopt the proposed budget of \$3,165,792.
- b. **Resolution to suspend Section 9 of the ByLaws** – Mr. Sharrin read section 9 of the By-Laws aloud (this section deals with the number of readings required for a proposed new policy prior to adoption). On a motion by Mr. Sharrin, seconded by Dr. Van Wynen, the Board voted 4-0 to approve a resolution to temporarily suspend Section 9 of the By Laws.
- c. **Resolution to Adopt Disaster Plan Pandemic Section** -- Mr. Sharrin moved to adopt the Pandemic Section of the Disaster Plan; Mrs. Warren seconded. There followed a discussion of the urgency of the present crisis. The Board voted 4-0 to adopt the Disaster Plan – Pandemic Section.
- d. **Resolution to award Construction Management Contract** – Mrs. Warren made a motion to award the Construction Management Contract to Calgi; Mr. Morris seconded. There followed a discussion. The Ad Hoc Committee to Review Construction Management Proposal Bids presented their findings at the meeting of March 16. All trustees participated in that meeting. The Ad Hoc Committee to Review Construction Management Proposal Bids recommended awarding the contract to Calgi. The Board voted 4-0 to award the Construction Management Contract to Calgi.

CORRESPONDENCE

There was no Correspondence.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

On motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 4-0 to adjourn the meeting at 8:45PM.

Wendy Courtney, Clerk to the Board

NEXT MEETING: REGULAR MEETING, MONDAY, APRIL 27, 2020