

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.

A regular meeting of the Board of Trustees of the Pearl River Public Library was held in the Library on Tuesday, September 29, 2020.

Present were Board President Eric Sharrin, Vice President William Morris, Trustees Elizabeth Van Wynen and Donna Warren, Library Director Eugenia Schatoff, Treasurer Magdalena Parvulescu, Senior Account Clerk Debra McDermott, and Board Clerk Wendy Courtney.

Trustee Marie Manning arrived at 8:00 PM.

#### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mr. Sharrin called the meeting to order at 7:16PM. All rose and recited the Pledge of Allegiance.

#### **PUBLIC COMMENTS**

Members of the public were in attendance, but none offered comment.

#### **APPROVAL OF MINUTES**

**Minutes of the meetings of August 24, 2020** – There was a minor punctuation change. On a motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 3-0 to pass a resolution approving the Minutes of the meetings of August 24, 2020. Dr. Van Wynen abstained.

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

The Board reviewed the Treasurer's Report, Balance Sheet, Actual Cash Flow Spreadsheets for August 2020, and List of Warrants for September 2020. On a motion by Mrs. Warren, seconded by Dr. Van Wynen, the Board voted 4-0 to approve the Treasurer's Report, Balance Sheet, Actual Cash Flow Report for August 2020, and List of Warrants for September 2020.

#### **STATISTICAL REPORTS**

The Statistical Reports for August 2020 were reviewed and noted. Mr. Morris requested that year-to-date for the current and preceding year be added to the Circulation Table.

#### **DIRECTOR'S REPORT**

The Board reviewed the Director's Report. Further to the written report, Ms. Schatoff also reported on the status of the ANSER fee schedule for the Pearl River Public Library. Ms. Schatoff achieved substantial savings (\$21,432) over the prior year by reducing workstations, collection weeding, and streamlining technology. However, Ms. Schatoff expressed concern over the predicted rise in ANSER fees due to reduction in state funding and the basis of the ANSER fee structuring.

Trustee Marie Manning joined the meeting during the discussion of the Director's Report.

**OLD BUSINESS**

**Janway refund** – At the August Board meeting, it had been noted that Janway had charged the library a higher rate for disposable masks than the sale rate that they had advertised. Mrs. Schatoff reported that in response to Mrs. Courtney’s requests, Janway had agreed to issue a refund check.

**COMMITTEE REPORTS**

**Building & Grounds** – The committee met on August 28. There were no recommendations.

**Policy Committee** – No report.

**Personnel Committee** – The committee met on August 27 to discuss personnel changes, reorganization and reclassification of positions, and to consider the creation of a full time Public Information Specialist position. The Personnel Committee recommended that a full time Public Information Specialist position be created.

**Finance Committee** – No report.

**Ad Hoc Committee** – The committee met on August 27 to discuss the building project. The committee has no recommendations at this time.

**PERSONNEL**

On a motion by Mrs. Warren, seconded by Dr. Van Wynen, the Board voted 5-0 to adopt the following resolutions:

- Resolution to create a full time Public Information Specialist position
- Resolution to hire Mike Madden as part time Library Assistant effective September 4, 2020
- Resolution to hire Dennis Sullivan as full time Librarian II, Head of Adult Services effective October 10, 2020

**NEW BUSINESS**

1. **RCLS Budget Approval** – Mr. Sharrin made a motion to accept the Ramapo Catskill Library System 2021 Budget. Dr. Van Wynen seconded. Mrs. Manning asked for further clarification of the fees being charged and the services received for the fees. After discussion, the Board voted 4-1 to accept the Ramapo Catskill Library System 2021 Budget. Mrs. Warren dissented.
2. **2021 Holiday and Closing Schedule** – Mrs. Courtney presented a draft closing schedule for calendar year 2021. On a motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 5-0 to adopt the schedule.

**CORRESPONDENCE**

Ms. Schatoff shared a letter dated August 20, 2020 from Office Dynamics.

**PUBLIC COMMENTS**

There were no public comments.

**EXECUTIVE SESSION**

At 8:40PM, on a motion by Dr. Van Wynen, seconded by Mrs. Warren, the Board voted 5-0 to enter Executive Session to discuss union contract negotiations.

Ms. Parvulescu, Ms. McDermott, and Ms. Courtney were excused and left the meeting.

At 9:23PM, on a motion by Mr. Morris, seconded by Dr. Van Wynen, the Board voted 5-0 to end the Executive session.

The Board scheduled a special Board meeting for October 6 at 7PM. The meeting will be a hybrid meeting with some members meeting in person and some attending via video conference.

**ADJOURNMENT**

On motion by Mr. Morris, seconded by Mrs. Manning, the Board voted 5-0 to adjourn the meeting at 9:23PM.

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Eugenia Schatoff, Library Director

**NEXT MEETING: SPECIAL MEETING, TUESDAY, OCTOBER 6, 2020  
REGULAR MEETING, OCTOBER 26, 2020**