

Eric Sharrin, Board President:

Proceed to the change in board membership. We've got two resolutions. First resolution is to remove Marie Manning. And then our second is point my view. So starting with the first resolution, I will read this. The following solution was adopted by the Board of Trustees of the Program of Public Library on March 22nd, 2021. Whereas Library Trustee, Marie Manny has missed more than three consecutive meetings. And whereas it is expected that Library Trustee Marie Manning will not be able to attend meetings in the foreseeable future. Whereas Library Trustee, Marie Manning has indicated her desire to be taught signed from the Board of Trustees of the Provo Public Library. Be it resolved that the Board of Trustees of the program of the Public Library votes to approve to the removal of Library Trustee Marie Manning from the board effective March 22nd. May I have a motion to accept the resolution?

Donna Warren, Trustee:

Okay.

Eric Sharrin, Board President:

Donna is making a motion. Do I have a second?

Irene D'Anna, Trustee:

Second

Eric Sharrin, Board President:

Any discussion?

Donna Warren, Trustee:

Just, just think that we should thank Marie for the time that she is given to the board for all this time. And we wish her well. Going forward.

Eric Sharrin, Board President:

Yes. I've had a couple of conversations with her and thanked her in person and we'll thank her again, because after this, we'll send out an email, regular snail mail. And so with that said all in favor.

William Morris, Board Vice Presiden:

Aye.

Eric Sharrin, Board President:

Aye.

Irene D'Anna, Trustee:

Aye.

Eric Sharrin, Board President:

Aye. None opposed, the resolution pass. Now I want to thank Mike for volunteering, for what I'm about to read next. The following resolution was adopted by the Board of Trustees of the Provo Public Library on March 22nd, 2021, resolved that the Board of Trustees of the Provo of Public Library at a regular

meeting held on March 22nd, 2021 approves the appointment of Michael McCue as a Trustee and Member of the Provo Public Library, Board of Trustees effective March 22nd, 2021. May I have a motion? Bill's making a motion. Do I have a second? Donna is making the second. And I have a, from my name.

Irene D'Anna, Trustee:

Amazing.

Eric Sharrin, Board President:

Any discussion or comments?

William Morris, Board Vice Presiden:

Welcome.

Donna Warren, Trustee:

Welcome.

Eric Sharrin, Board President:

Thank you.

Michael McCue:

Thank you, pleased to be here.

Eric Sharrin, Board President:

Okay. So with that said, if Donna just disappeared for a second, and she's back.

Donna Warren, Trustee:

Sorry, I hit the wrong button.

Michael McCue:

That's okay, I just going to call the vote. You can say Aye, you disappear. I'm going to vote all in favor.

William Morris, Board Vice Presiden:

Aye, aye, aye. [crosstalk 00:03:21].

Michael McCue:

And any opposed? None opposed the motion passes, Michael, thank you. And welcome to a Public Library Board.

Wendy Courtney, Board Clerk:

Okay now, I met Michael earlier today and he showed me his I.D. So he looks like the same guy who was, [crosstalk 00:03:41] it looks like he's the same guy.

Michael McCue:

I shower and shaved.

Wendy Courtney, Board Clerk:

Wow. So all I have to do is have him angle his camera so I can watch him sign the Oath of Office, which he has.

Michael McCue:

Okay.

Eric Sharrin, Board President:

So you'll have to angle the camera to the paper as you signed, if you could do that.

Michael McCue:

All right.

Eric Sharrin, Board President:

Thank you.

Wendy Courtney, Board Clerk:

Okay. And if you can drop that by the library. Thank you.

Michael McCue:

I will.

Wendy Courtney, Board Clerk:

You can drop that by the library. Tomorrow would be great. I will sign it and see that it gets sent to the proper people to be filed.

Michael McCue:

Will do.

Wendy Courtney, Board Clerk:

No problem, really to the board.

Eugenia Schatoff, Director:

Welcome. And I did just want to tell both new board members, because I don't believe I said this to Irene before in compliance with open meetings law and how this changed with COVID. All of our board meetings are recorded and are fully transcribed. So just be aware of that so posterity, your words will be transcribed and kept on record at the library forevermore.

Eric Sharrin, Board President:

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Okay. All right. Very good. Thank you. Next step. We have the meeting minutes of the February 22nd, 21 meeting and the meeting of the March 9th, 2021 meeting. Does anybody have any corrections?

Donna Warren, Trustee:

I did not.

William Morris, Board Vice Presiden:

No did I.

Donna Warren, Trustee:

And Irene?

Irene D'Anna, Trustee:

I did not.

Eric Sharrin, Board President:

That's good. Very good. I think we were all at both of those meetings. So I would like a motion to approve both meetings?

Irene D'Anna, Trustee:

I make the motion.

Eric Sharrin, Board President:

That actually made the motion seconded all in favor?

Irene D'Anna, Trustee:

Aye.

William Morris, Board Vice Presiden:

Aye.

Michael McCue:

Aye.

Eric Sharrin, Board President:

Mike, you'll have to abstain on this one because you weren't present at those meetings.

Michael McCue:

Okay.

Eric Sharrin, Board President:

You get to vote on these minutes next month though. So the motion passes and the minutes have been so effective. Next we have the Treasurer's report. So if Galena, we have the treasury board and we read it. If you could give us highlights or anything that we don't know.

Magda Parvulescu, Treasurer:

No, actually I don't have anything that you don't know it's everything on the paper, but I have to just mention one line and due to the snow in snow removal line. We exceeded whatever we budgeted for that line, but hopefully we not going to have any snow from now on. So, we are balanced somehow the rest, everything it's on the paper. Nothing that should be that it's unknown to you guys.

Eric Sharrin, Board President:

I didn't notice the boiler repair. What happened to the boiler?

Donna Warren, Trustee:

So the boiler repair continue the burner for the boiler wasn't working properly and the pressure in the boiler was exceeding what the pipes could control. So in addition to the burners, this firing and ultimately breaking, there were very loud sounds and the entire room was shaking. The pressure buildup in properly. And so we had a couple of repairs done and ultimately had culminated this past Thursday, Friday, we were closed for boiler repairs. They also did find that there were issues with the gas lines, so orange Rockland had to be involved. So ultimately it's in working order today. And when all is said and done, we'll have spent between 20 and \$30,000 when we're finally built and invoiced for the work that was done.

Eric Sharrin, Board President:

Okay. Thank you. Yes, sir.

Irene D'Anna, Trustee:

Eugenia. [crosstalk 00:08:57] I'm sorry. Do you think that we could get a summary of the work they did for our records, just to know what the issues they found and how they were resolved?

Eugenia Schatoff, Director:

Yes, we do. We have.

Irene D'Anna, Trustee:

Okay. Just for future reference.

Eugenia Schatoff, Director:

Yep.

Irene D'Anna, Trustee:

Okay.

Eugenia Schatoff, Director:

Yes we do.

Irene D'Anna, Trustee:

Thank you.

Eric Sharrin, Board President:

Okay. And the list of warrants Donna I believe you reviewed them.

Donna Warren, Trustee:

Yes.

Eric Sharrin, Board President:

And did you have anything that's stood out while you were reviewing them?

Donna Warren, Trustee:

A couple of things that we questioned along the way actually Irene sat in with me. So she know how to do them in the future. One was the repair work for the boiler, which we had questioned the invoice on because it looked like that there was a second person called in and that there was overtime given and we were questioning why and how it looked like it was a complex issue, but it never ceases to amaze me how much money across to continue to repair and bandaid this boiler. So that's hope, let's hope going forward that people recognize this as an issue and part of what we need to enhance with our renewal. There was a couple of minor things, nothing that stood out and nothing that wasn't answered by Deb.

Eric Sharrin, Board President:

Okay.

Donna Warren, Trustee:

So all in all. Okay. As far as I can tell,

Eric Sharrin, Board President:

I noticed we had one large expense for Billy and me on 2.16. Was that a one day performance for \$1,250?

Eugenia Schatoff, Director:

Yes. So there's in this cycle, we had to one program that program and one training that we're actually collaborative. So Deb can give more of the details, but I believe we had a dozen Libraries participating. Co-sharing the cost. So we fronted it, but then we build the participant in Libraries. We got quite a bit of news coverage out of it. It appeared in Hudson Valley magazine. Deb, you can go into more detail about the exact numbers, but it was, it was very successful from that end.

Eric Sharrin, Board President:

Okay.

Debra McDermott, Sr. Account Clerk:

I think. Oh, did you still want me to answer anything?

Eric Sharrin, Board President:

Yes please.

Eugenia Schatoff, Director:

Go to the numbers.

Eric Sharrin, Board President:

The LGBTQ training that we took, there's like \$350 that we're getting back from other Libraries. We charged per person on that and just about everybody's paid up. So you'll see that come through next month. And then for the Billy and me, Dennis was handling that. And I think the total cost after everybody's reimbursed, it should be around \$600.

Eric Sharrin, Board President:

Okay. The 71 people from our Library attend.

Eugenia Schatoff, Director:

You want to add is that this is a good initiative on our part because we're trying to attract act programming, training that we normally wouldn't be able to. And because we're so small. And so by doing this, we're able to get much higher quality talent for training than we normally would by sharing the resource with other members of the library system. And even in some cases from other library systems.

Eric Sharrin, Board President:

Yes. Very good. So you think, I guess the economy has scaled to help us get a better price for something would be a little bit pricey on our own. Nice job. Thank you.

Donna Warren, Trustee:

And that's a great idea by the way.

William Morris, Board Vice Presiden:

I just have one question on the friends mailing. Do we get reimbursed on that?

Debra McDermott, Sr. Account Clerk:

Yeah. We just got a check last week and NACA deposited it today. So that'll come through again next month. You'll see it.

William Morris, Board Vice Presiden:

Okay, great. Thanks. [crosstalk 00:13:16]

Eric Sharrin, Board President:

Okay. Does anybody have any questions about the spreadsheet then the year to date spend? Fiscal year to date spend?

Donna Warren, Trustee:

I just wanted to refresher on the medical and the number, the percentage being so high.

William Morris, Board Vice Presiden:

Doesn't that get paid like in a one-shot payment, a big piece of it that dept.

Debra McDermott, Sr. Account Clerk:

I'm not sure which the medical insurance?

Donna Warren, Trustee:

Am I looking at the right line? Let me see here.

Debra McDermott, Sr. Account Clerk:

Cause we've only spent 45% right now. Legacy that's that's the one that's way over because I ended up moving all.

Magda Parvulescu, Treasurer:

Of the insurance.

Debra McDermott, Sr. Account Clerk:

All the retiree insurance, I ended up putting in that line to keep better control over it. And also in that line is the buyouts that we did last summer. So that's why it seems so big.

William Morris, Board Vice Presiden:

That's new, isn't it?

Debra McDermott, Sr. Account Clerk:

Yeah.

William Morris, Board Vice Presiden:

Putting the health insurance fees in. We talked about doing the bio quest.

Debra McDermott, Sr. Account Clerk:

That was a problem last summer. I did have it in the salaries. That's now in the legacy line, just trying to keep track of what we're actually spending on the retirees and how much is going through.

Eugenia Schatoff, Director:

I have a question. Does that include the part B?

Debra McDermott, Sr. Account Clerk:

I haven't actually written any of those checks. It I'm still waiting for paperwork from the retirees, so that's not in there just yet.

Eugenia Schatoff, Director:

But that will go in there.

Debra McDermott, Sr. Account Clerk:

But it will go in there.

Donna Warren, Trustee:

Deb, that's not the buyout completely. Right? I'm confused.

Debra McDermott, Sr. Account Clerk:

It's not the vacation payroll. It's the buyouts plus the health insurance expenses, which actually runs around \$5,000 a month.

Donna Warren, Trustee:

So I'm wondering if it's a little deceiving now, maybe it should be netted out differently on the actual paperwork.

Debra McDermott, Sr. Account Clerk:

Do you want me to split it up differently?

Donna Warren, Trustee:

I think so.

Debra McDermott, Sr. Account Clerk:

Okay.

Donna Warren, Trustee:

I mean, what do you guys think about that?

Eric Sharrin, Board President:

Well, what are you looking for in this split?

Donna Warren, Trustee:

I mean, what is actual insurance and what is not. So that it's not just lumped into one lump sum.

Debra McDermott, Sr. Account Clerk:

45 Oh, sorry. Yeah.

Magda Parvulescu, Treasurer:

We have it in a quick books, like you said, split it.

Debra McDermott, Sr. Account Clerk:

I think that could be done.

Magda Parvulescu, Treasurer:

What in the worksheet, no? Yeah, we didn't.

Donna Warren, Trustee:

Okay.

Eric Sharrin, Board President:

So like medical insurance for employees, current employees, Medical Insurance for Retirees and medical insurance buyout.

Donna Warren, Trustee:

Yes.

Debra McDermott, Sr. Account Clerk:

Yeah.

Donna Warren, Trustee:

Yeah. I just think it would be clearer for us [crosstalk 00:16:19] to be able to understand how to budget, you know, going forward if that's okay. If we can fit it.

William Morris, Board Vice Presiden:

And where does the vacation, the lump sum payment on retirement? Is that also in that legacy cost or is that coming out somewhere else?

Debra McDermott, Sr. Account Clerk:

The vacation buyouts are not there. The retiree buyouts that is in there.

Donna Warren, Trustee:

In the what?

Wendy Courtney, Board Clerk:

In legacy.

William Morris, Board Vice Presiden:

So if retire with two months reference.

Donna Warren, Trustee:

It it's in the right side.

Debra McDermott, Sr. Account Clerk:

Vacation time, then that's in the salaries.

William Morris, Board Vice Presiden:

Oh, that's in the salary. So you're not putting that on the legacy.

Debra McDermott, Sr. Account Clerk:

No.

William Morris, Board Vice Presiden:

Okay.

Eugenia Schatoff, Director:

And I want to add the reason that we added legacy as to include retirement costs. It wasn't intended to cover the retirement incentive buyout because at that time that wasn't even something that had been discussed. So that is kind of like a one-time.

Donna Warren, Trustee:

Oh, right. Okay. I think I'm looking at the, I'm sorry. I'm thinking, I'm looking at the number wrong. I'm looking at the 821.6, 7% overage. I'm looking at that as the wrong line. It's under legacy. When I think it's under medical insurance based on.

Debra McDermott, Sr. Account Clerk:

Oh, no.

Donna Warren, Trustee:

Because I'm not taking a ruler and going all the way over to the right. So my apologies. I understand better now. That's why I was like, wait a minute. That's not making sense to me.

Eric Sharrin, Board President:

So, so the health medical insurance did not go up 820.

Donna Warren, Trustee:

Right.

Debra McDermott, Sr. Account Clerk:

No, no.

Donna Warren, Trustee:

That's why I said I need a refresher because I know we didn't talk about that.

Eugenia Schatoff, Director:

In the future, all of the part B of the retiree health insurance would go in that line and nothing else base basically will go in that line. Yes. We won't have any more incentives.

Donna Warren, Trustee:

For the legacy. Right?

Eugenia Schatoff, Director:

Correct.

Debra McDermott, Sr. Account Clerk:

Yeah.

Donna Warren, Trustee:

Okay. Okay. That explains it. Thank you very much.

Eric Sharrin, Board President:

Okay. Thank you. Does anybody have any other questions about the spreadsheet and the cashflow?

Donna Warren, Trustee:

I know just one, one quick one. I'm just curious. I mean, I know snow was worse this winter than it was last. Should we possibly budget a little bit more for that going forward? I know it's hard because you never know what the weather is going to be like, but maybe we should try to average, in a five-year span going forward, something like that. So we account for it a little better. The small number, but it's enough that, you know, it always shows up as a funny percentage.

William Morris, Board Vice Presiden:

That's not a bad idea to do a little five year averaging and then build a little bit into it. Yeah.

Donna Warren, Trustee:

To try and figure it better.

William Morris, Board Vice Presiden:

Can I just want to ask one question since you've brought up snow removal? I promised myself I wasn't coming, but I'll ask anyway so much as it pains me the 10 80 that we paid for the over 10 inches or for the 10 inch snow removal. Okay. That's fine. And then, but then why is there another \$930? I mean, what did we get for our \$500 a month?

Magda Parvulescu, Treasurer:

Nothing? They show up.

Debra McDermott, Sr. Account Clerk:

Yeah, it's nothing.

Magda Parvulescu, Treasurer:

Really, I understand your point.

William Morris, Board Vice Presiden:

But what's the nine 30 that, where does that come in?

Debra McDermott, Sr. Account Clerk:

That was an additional cleanup.

Magda Parvulescu, Treasurer:

Gobbling the snow.

William Morris, Board Vice Presiden:

Because I didn't do a good job the first time.

Magda Parvulescu, Treasurer:

Well, I think no, probably was snowing. They came twice. God knows what they did. Nobody is watching them.

Eric Sharrin, Board President:

Well, did they.

Eugenia Schatoff, Director:

He was also with the big storm. We had simply have so much snow. They had to come in with trucks and literally because you've got that small sidewalk span and then they had to come and lift it and put, take it away in the truck. There was so much snow, right.

William Morris, Board Vice Presiden:

I think they're already, but they're already charging us an extra thousand dollars because it's so much snow. So how did they [crosstalk 00:20:11]

Eugenia Schatoff, Director:

They did the initial cleanup, which allowed people to pass, but then it wasn't accessible and we received numerous complaints and lots of concerns about the danger of it. And so the snow really had to go.

William Morris, Board Vice Presiden:

It just seems like understanding what's included in the price that we get, you know, upfront would be nice.

Donna Warren, Trustee:

Well, I know over a certain inches high, they charge [crosstalk 00:20:42] us more too. So depending on how much we get yeah. I'm saying, but that's how we, that's why we never can know exactly how much we're going to be charged.

William Morris, Board Vice Presiden:

Right. But it's, I'm used to the over 10 inches and it's this, right?

Donna Warren, Trustee:

Yeah.

William Morris, Board Vice Presiden:

So we got that. And then they hit us with another one, almost another thousand dollars.

Donna Warren, Trustee:

Right.

William Morris, Board Vice Presiden:

No. That's extra cleanup from the same storm.

Donna Warren, Trustee:

I see what you are saying.

William Morris, Board Vice Presiden:

We're getting billed twice.

Donna Warren, Trustee:

Right. I know. I always have a problem with this line every year. I feel like I'm questioned the snow removal.

William Morris, Board Vice Presiden:

Except for last year when it just didn't snow and we didn't have to worry about it anyway.

Donna Warren, Trustee:

Yeah.

Eric Sharrin, Board President:

So when they send in the bill for this, do they itemize it and really get us a nice listing to explain, what we're paying for.

Eugenia Schatoff, Director:

Absolutely. And I can certainly remember we bid it out this year, so I can certainly give you the renewed contract and go through it. I do want to clarify that additional 900 extra dollars was simply because of the sheer volume of snow in the front of the building, from the entrance to the staff parking lot entrance, that portion of sidewalk was not cleared at all. And that's where a lot of snow had been dumped, not just from the library for her, from the street. And we got so many complaints from so many senior citizens and young families, it had to go.

Eric Sharrin, Board President:

Right, we can exactly.

Eugenia Schatoff, Director:

I understand it wasn't anticipated, but [inaudible 00:22:15]

William Morris, Board Vice Presiden:

Doesn't the town do the sidewalk? I thought the town did the sidewalk.

Michael McCue:

Did they do a Franklin?

William Morris, Board Vice Presiden:

They do my street.

Eric Sharrin, Board President:

But here's the thing. It's not just a sidewalk we have from the sidewalk all the way up to the entrance. And you can't exactly get a truck up there to do that manually see that the using a snowblower or somewhat of a combination of I'm sure. Snowblowers and manual shovels, just to lift this and move it. Because the entrance is set so far back it's.

William Morris, Board Vice Presiden:

I know, but they know that when they did the contract, that's all, but just, I know it's hard to crunch. Sorry. I wasn't going to bring it up.

Eric Sharrin, Board President:

You know cleaned in.

William Morris, Board Vice Presiden:

I cry every time. Let's be glad we don't get these 29 inches or 22 inches of snow frequently.

Magda Parvulescu, Treasurer:

That's right.

William Morris, Board Vice Presiden:

Right? Well, that's why Magda, isn't allowed to say that it's not going to snow anymore.

Irene D'Anna, Trustee:

I have a quick question.

Eric Sharrin, Board President:

Yes.

Irene D'Anna, Trustee:

I have a question on the buildings operations section for the budget. We have pretty big numbers. They're allocated [crosstalk 00:23:29]

Eric Sharrin, Board President:

For the budget for the cash flow that we're looking at right now.

Irene D'Anna, Trustee:

Budget, the 135,000 and then the almost 150,000 for the building improvements. Is that allocated for something in particular or is just kind of a holder.

Eric Sharrin, Board President:

Second.

William Morris, Board Vice Presiden:

You're Talking about the budget that we're going to discuss shortly. [Crosstalk 00:23:52].

Eric Sharrin, Board President:

Later on.

William Morris, Board Vice Presiden:

That the cashflow that we were on.

Irene D'Anna, Trustee:

Actual cash flow.

Eric Sharrin, Board President:

Actual cashflow. [crosstalk 00:23:59] Okay. Thank you.

Irene D'Anna, Trustee:

Is that what we're looking at?

Eugenia Schatoff, Director:

Yes, just what number? What line number?

Irene D'Anna, Trustee:

We are in a 700,000 building operations all the way at the bottom? Well, maybe not.

Eric Sharrin, Board President:

On the last page.

Wendy Courtney, Board Clerk:

Right. The last page, it says 89, 10 equipment purchases, one 35,000 and then building improvements 149,837.56. So I was just wondering what that was all about?

Debra McDermott, Sr. Account Clerk:

The 149,000, that's the total for the equipment purchases and the reserve equipment purchases. It's just saving for the future, for future repairs.

Magda Parvulescu, Treasurer:

Is that between 125.

Donna Warren, Trustee:

You mean like building repairs?

Debra McDermott, Sr. Account Clerk:

Building or equipment repairs.

Irene D'Anna, Trustee:

Okay.

Debra McDermott, Sr. Account Clerk:

Or replacement. Sorry.

Eugenia Schatoff, Director:

It's the one 35 plus the 14 equals the one 49?

Irene D'Anna, Trustee:

Oh. I said [crosstalk 00:24:59].

Eugenia Schatoff, Director:

And then that one 49. We have capital.

PART 1 OF 4 ENDS [00:25:04]

Eugenia Schatoff, Director:

We have a capital policy about what kinds of expenses can go into that line. So it's typically really not just repairs, but replacements, long-term planning, capital expenses.

Irene D'Anna:

So would this recent boiler repair go into that or no?

Eugenia Schatoff, Director:

No.

Irene D'Anna:

Okay.

Eugenia Schatoff, Director:

A boiler replacement would.

William Morris, Board Vice Presiden:

[crosstalk 00:25:36].

Debra McDermott, Sr. Account Clerk:

Yeah, line 750 is for building maintenance and repair. That's just above.

Irene D'Anna:

Okay.

William Morris, Board Vice Presiden:

This is banking money for... A lot of it's banking money for capital improvements going forward.

Irene D'Anna:

Okay. Knowing what we know now and how this boiler is going to come back to haunt us every winter, we got to plan for that now?

William Morris, Board Vice Presiden:

So we want to be careful about what capital expenditures we're making on that kind of equipment. If we're going to try to do the renewal project, we're not expecting to get five years. Is it five years Eugenia?

Eugenia Schatoff, Director:

Yeah.

William Morris, Board Vice Presiden:

So it has like an expected five-year life before expecting to remove all this equipment and replace it fresh as part of the renewal project, which is what we hoped for, then no, we're going to try to avoid replacing that boiler or if at all possible.

Irene D'Anna:

Right.

William Morris, Board Vice Presiden:

Right. Is that correct, Eugenia?

Eugenia Schatoff, Director:

Yeah, that's absolutely correct. And another question that we always get too, is can the chiller rentals come out of that line? The equipment rental can't come out of that line either.

Irene D'Anna:

Okay. That's fine. Actually, I don't want it to come out of that line and just want to estimate for it going forward. So let's say next year, unless the project is going to start next year, we just have to plan for it. That's all I'm thinking.

William Morris, Board Vice Presiden:

Part of that is banking money for the capital improvements, including the part that's going to be funded out of current monies for the renewal project. We're hoping that we build up some of that. We didn't use to have that line, right Eugenia?

Eugenia Schatoff, Director:

Yes. That's something rather new. So when I started at the library, the capital line was a few thousand dollars. And so that's what contributed to the situation that we're in now with not having a fund balance to even partially fund future capital projects.

Irene D'Anna:

No, I understand. I think I understand the \$7,000 now a little bit better, or I should say the \$8,920, the building improvements. It just, I guess, I'm thinking the library operations section just to make sure that it's allocated properly for next year, that's all I'm thinking.

Eugenia Schatoff, Director:

And that, you're absolutely correct. That's the number that as the building continues to deteriorate, it's not just the boiler, all of those numbers are going to change. It's going to escalate and escalate and escalate.

Irene D'Anna:

Right. Because we can't afford to do \$20,000 a month, all the winter months.

William Morris, Board Vice Presiden:

[crosstalk 00:28:44]. No, we can't afford the summer with the chiller and everything. That's why we're in this strange situation we're in.

Irene D'Anna:

No, I understand that. I'm with you 100%. I just said, just want to make sure that we're budgeting for it.

William Morris, Board Vice Presiden:

Yeah. We're trying as best we can as.

Eugenia Schatoff, Director:

Yes, as much as possible.

Eric Sharrin, Board President:

Okay. Thank you. Any other questions regarding the spreadsheet of the financials? If none, Bill, not Bill, Donna.

William Morris, Board Vice Presiden:

No, Donna.

Donna Warren, Trustee:

Yeah.

Eric Sharrin, Board President:

If you like to make the motion.

Donna Warren, Trustee:

Yes. I make a motion to accept the warrants.

Eric Sharrin, Board President:

Okay.

William Morris, Board Vice Presiden:

I second it.

Eric Sharrin, Board President:

Thank you. Okay. Any further discussion on this? If not, I'd like to call the vote, all in favor? [crosstalk 00:29:47]. Any opposed? None opposed, non abstained. Thank you. Okay. Next we have our statistical reports. So it's a new format.

William Morris, Board Vice Presiden:

Yes. Can I just give a thumbs up to the format? It's really nice and easy to understand the year over year changes, particularly your importance this year.

Eugenia Schatoff, Director:

Thank you so much. And we're still tweaking it a little bit, but I think that two things that slightly changed that I would draw your attention to is that the monthly usage stats year to date, two pages are almost like the executive summary. So they've got like the generalities and then as per your request regarding overdrive usage and things like that, we have a full page document that is all of our digital products, databases, everything like that.

William Morris, Board Vice Presiden:

And that this?

Eugenia Schatoff, Director:

Yes.

William Morris, Board Vice Presiden:

Perfect.

Eugenia Schatoff, Director:

Yeah, so you'd have a lot of questions. You specifically, Bill had a lot of questions about overdrive and things like that because this is seeing so much circulation and usage within the library. We put together a full sheet on it.

William Morris, Board Vice Presiden:

Yeah, it's great. Thank you.

Eugenia Schatoff, Director:

Thank you.

Eric Sharrin, Board President:

Okay. Anybody have any comments or observations or questions on anything's on the stats that we're looking at? Or clarifications needed?

William Morris, Board Vice Presiden:

No, 56% increase in eBooks is pretty impressive.

Donna Warren, Trustee:

Yes. Did we have comics before, or is that brand new Eugenia? I don't recall. That's comics with the 2000%. Wow.

Eugenia Schatoff, Director:

We did not.

Wendy Courtney:

We were getting comics I believe, but they were being lump in with E-books, I think. [inaudible 00:32:30].

Donna Warren, Trustee:

I see.

William Morris, Board Vice Presiden:

And I think you guys are doing a great job in terms of the program attendance, given the fewer programs, but the higher attendance.

Eugenia Schatoff, Director:

Thank you. That's certainly something that has really changed a lot with COVID. How we do it, how we select what we're going to do, the pipelines we followed to adequately promote it.

Eric Sharrin, Board President:

And a lot more participation because it's a lot easier to Zoom into something than to be able to show up in person sometimes.

Eugenia Schatoff, Director:

Yeah.

William Morris, Board Vice Presiden:

I do worry a little bit about the drop-off of the children's. I know there's not much we can do, we try to put as much out there as we can. [crosstalk 00:33:21].

Donna Warren, Trustee:

You're saying the actual numbers of attendance. Is that what you're worried about though?

William Morris, Board Vice Presiden:

Yeah. So if you go to this long [inaudible 00:33:35] at the top, see the second set of numbers. There's a 40% increase in the adults attendance, but there is a 73% decrease in children attendance. [inaudible 00:33:49].

Eugenia Schatoff, Director:

Yes. What I would add, that's a concern that we share. I think it's very interesting. The trend that we observed was that, when COVID first hit some of the numbers that we were having for online life programming, like pajama story time were higher than they ever had been and were through the roof. And then it's almost as if we've reached this point with saturation with some of the younger children. The kind of what we call passive programs with kids coming in and doing crafts at their own case, that has picked up and remain steady. The online stuff right now, I think in some ways people are almost sick of it. And so I think with the weather getting better, hopefully, people getting vaccinated and the ability to gather, I think will really help us to improve that. And we certainly are planning on doing the best job possible with summer reading and that typically drives very, very big numbers for us.

Irene D'Anna:

I also want to know... Oh, go ahead.

Donna Warren, Trustee:

I was just going to say, a lot of the younger kids have gone back to school and so that's probably changed our numbers as well. They were home before. They're not home now.

Irene D'Anna:

And not only that-

Donna Warren, Trustee:

Is that what you were going to say?

Irene D'Anna:

Actually, yeah. I was going to say sports is back in schools. So a lot of their afternoons are going crazy. However, the numbers of infections have gone up and [inaudible 00:35:17] at the high school, particularly. So I'm not sure what that's going to mean. I think a lot of this stuff is very fluid and come September if the numbers keep going up, it's going to be concerning and I think people are going to be stuck at home again, which would really suck. Hopefully not obviously.

Eric Sharrin, Board President:

Yeah. Well, as they keep rolling out the different vaccines as the warmer weather is upon us, hopefully there'll be a nice decrease in the numbers and an increase in the eradication of this virus.

William Morris, Board Vice Presiden:

And as long as we're meeting the need where we can, that's the important part.

Irene D'Anna:

Exactly. Yeah.

Eric Sharrin, Board President:

Okay. All right. If no other questions, I'd like to move on to the director's report.

Eugenia Schatoff, Director:

So I know you guys have already gone through the report to highlights that I wanted to point out. Number one, I'm very excited about this new records retention add on. I think I've expressed to you, those of you who are new to the board, my frustration in the past with the lack of good records and record keeping, and we have an obligation being a public governmental body to retain certain [inaudible 00:37:09], either indefinitely or for subscribed time periods. And so the idea that we could have this all available as a backup through our payroll company is huge for us. Also, the fact that it being stored to our payroll company, it's off site. So if anything were to happen at the building, it would be secure. This is something that private companies, larger organizations have been doing for a very long time, and we're finally getting with the program.

Eugenia Schatoff, Director:

So we're very excited to roll it out. Obviously there is an expense attached, so it's something that we would review and assess on an annual basis. Same as we do our payroll company. I would also have you recall that when we changed our payroll companies. So when I came on board and I saw how outdated our time and attendance platform was, how horrible our payroll company was. We bid that out and we ended up saving, I believe, upwards of almost 20% on what we were paying. Debbie's shaking her head. Yes. We saved upwards of 20% of what we were paying for payroll with a much higher quality better product. And so to go hand in hand with that, by having this add on, we're still significantly under what we were originally paying for payroll, but now we have this additional records retention add on which we desperately need. So it's something that we're very excited about. We will assess it annually, but it's something that from an operational standpoint, we definitely need.

Eric Sharrin, Board President:

Is that the question regarding that? So if we were to change payroll companies, what happens with the records that they're retaining? Do we have access to that? Is it portable to any new company or any place we'd like to put it, or is it based upon us staying with our current contract with Paylocity?

Eugenia Schatoff, Director:

Debs looks like you're trying to answer.

Eric Sharrin, Board President:

You're on mute.

Debra McDermott, Sr. Account Clerk:

Yeah. Sorry. I think that's something I'd have to look into. We'd have to go with another company that had that same ability to store. I think if we did that, then we could transfer everything over, but that would all depend on the other company if we were to move.

Eric Sharrin, Board President:

Do we get any files as a backup ourselves? In other words, they're keeping track and keeping records of all this, but do we get an annual file in some either zip format or something that we can keep electronically? Maybe backup on a secure hard drive and should we need to move? We have all this information ourselves in addition to the fact that it is stored offsite.

Debra McDermott, Sr. Account Clerk:

Yeah. I can always put everything on a thumb drive. I'm still going to have all the paper copies. It's just in case something were to happen at the building. I have everything there on an electronic form or I will have everything in electronic form

William Morris, Board Vice Presiden:

A copy on site as well?

Debra McDermott, Sr. Account Clerk:

Yeah, I'll still keep a paper copy and everybody's personnel files, but I'll have the [crosstalk 00:40:47].

William Morris, Board Vice Presiden:

You have the electronic copy in the cloud, but do you also have an electronic copy any on site?

Debra McDermott, Sr. Account Clerk:

Yeah. This will be nicer too, because if Eugenia or Wendy need to check on somebody's background or check to make sure that we've got something in the file, they'll be able to look it up right away.

Eugenia Schatoff, Director:

Yeah, just to clarify your question, Bill. Absolutely, we'll have local electronic copies plus we'll have the paper copies, which we're required to have as a government by entity. And then we'll also have the cloud-based. I was telling Deb about this, during hurricane Sandy, there was a couple of libraries actually that lost absolutely everything because not only was the library washed out, but the bookkeeper's first house was washed out because everybody keeps their extra thumbdrives at home and people lost their houses, the library, everything. So moving to cloud-based yes, we'll download it locally and have it saved electronically and locally, but it'll also as a backup on the cloud.

William Morris, Board Vice Presiden:

Okay.

Eric Sharrin, Board President:

Okay. And when you say on the cloud, that's with the Paylocity. I wonder, depending upon the size of the file, if it would make sense for us to get a low cost offsite backups, such as a Carbonite or something

like that, where we can have an additional offsite place to keep it. So we've got Paylocity, we'll have the hard copies and the local electronic copy as well as paper, but maybe our own for minimal amount, like I said, depending upon the size of this file, we may be able to keep one more or even using our Google accounts. They allow so many gigabytes terabytes, depending upon [inaudible 00:42:41].

Irene D'Anna:

Be careful with privacy laws, because a lot of these shared hosting environments don't really allow for proper security, where's payout Paylocity takes that burden on for us. So I give you a hesitance to start copying personnel files all over the place, especially when it's electronic, just for privatization.

Speaker 1:

Right, and I understand that. You could sign up with one company and all of a sudden, a foreign national buys that company and they don't really care what the original agreement is or whatever they want to look at. So I understand what you're saying there. Okay. Well, thank you.

Eugenia Schatoff, Director:

So the other thing that I just wanted to draw attention to the second thing was that, I'm thrilled that we were able to host a really wonderful LGBTQ plus training. We were able to have a really well-known trainer from the capital region offer this training because we actually shared the cost of the training amongst participants. We had participants from Brooklyn, all the four counties in our CLS plus Westchester plus Bergen, we just had somebody from Connecticut. It was variable attended. It ended up being \$19 per person for four continuing education credit hours. And this is something that we want to continue doing because librarians are required to maintain their public library certificate with continuing education, that's approved continuing education. So this is something as an organization that we're excited to be able to provide. And then also to have such a high quality trainer who we normally wouldn't be able to afford. This is very, very positive for us.

Eugenia Schatoff, Director:

And I would say that in terms of... So to give you an example, in my experience, I've been a library director for quite a while now. And in my entire library career, I've never had LGBTQ plus training. So just to give you an idea of how not available it is. So it's very positive that we were able to offer it and that we were the face of it for the library system. We got a lot of thank you and wonderful emails from staff members throughout the library system and the region.

Eric Sharrin, Board President:

Yeah, if I could just state, this is actually a positive... Oh, I'm sorry. Go ahead, Mike.

Michael McCue:

There were no travel expenses for your staff.

Eugenia Schatoff, Director:

Correct.

Eric Sharrin, Board President:

Actually, this is what I was going to say, this is a positive outcome of the so COVID, because we've all gotten used to online where if this didn't happen, you'd be wondering, how do we possibly do this? It wouldn't even occur to you to get multiple libraries online through a Zoom or however, whatever interface you use or whatever platform you use. And now it's second nature and because of this, going forward and doing these programs collectively is going to be almost a no brainer, almost like let's just plan to do this. What does everybody need? Think about it and you could share the cost and have a much as you said, a better quality program for something that individually nobody could afford. So you scored one four, yay, if nothing else. Something we've all gotten used to and know how to use now.

William Morris, Board Vice Presiden:

Is this, not this particular program necessarily, but if we're sponsoring these kinds of programs going forward, does that potentially help us with recruitment at all? In terms of identifying-

Eugenia Schatoff, Director:

Absolutely in a couple of ways. Number one, it shows that we're an employer that's willing to provide the education. So not all libraries are willing to provide this necessary education to librarians. So as an employer, we are consistent in a good light. Also the fact that we're offering this training, we're really on the cutting edge of it. Meaning we're the first library to have done it collectively like this. And so it shows that as a library, we're really looking out for best practice throughout the profession that we're looking to offer stuff that really impacts the way in which we do our jobs and provide services and the participants, people recognize that. And so getting a reputation for that is a very strong, positive for us in terms of recruitment. So I would say the reputation for providing quality education and then also being willing to provide quality education for employees in general, sets us apart.

Eric Sharrin, Board President:

Well done.

Irene D'Anna:

Wonderful.

Eric Sharrin, Board President:

Okay. Do you want to continue on your [inaudible 00:47:38].

Eugenia Schatoff, Director:

Well, if anybody has any questions.

Eric Sharrin, Board President:

Does anybody have any questions or comments? It's going to need clarification on the director's report?

Donna Warren, Trustee:

Just one small thing. It was said that you co-wrote hiring and recruitment, kudos to you. Thank you.

Eugenia Schatoff, Director:

Thank you.

Donna Warren, Trustee:

But it's it included in the board packet? And I don't have it. Did anybody else get it? We just have it sent, I would love to just look at it.

Wendy Courtney:

It was not included in the packet because it was 20 odd pages long. It's in your email.

Donna Warren, Trustee:

Oh, okay.

Eric Sharrin, Board President:

[inaudible 00:48:17] mail packet.

Donna Warren, Trustee:

Oh, I missed it. Okay. Thank you. Because I'd love to see it. Thanks.

Eugenia Schatoff, Director:

Yeah. Thank you. Yeah. So that's-

Irene D'Anna:

I just want to mention that if there is an option that I don't actually need me to get the physical paper copies of the stuff that you send by mail, I could be in a electronic version trustee to save you time.

Wendy Courtney:

Well, some people don't want the hard copies because they don't have the ability to print them out, especially not the [inaudible 00:48:55] sheets, it will be flipping back and forth through papers on the screen.

Irene D'Anna:

No, I'm just saying if you have an option to-

Wendy Courtney:

That's fine. In fact, there is a plan to [inaudible 00:49:12].

Eric Sharrin, Board President:

You are breaking up.

Wendy Courtney:

... creating a drive that you guys can access.

Irene D'Anna:

Okay.

Eric Sharrin, Board President:

Okay. Very good.

William Morris, Board Vice Presiden:

You can stop printing for me as well. If it comes to that.

Eugenia Schatoff, Director:

Thank you for saving the environment. Much appreciate it. I try to be paperless as much as possible. I understand for some people it's harder because they're on their phones and stuff, but yeah. So the hiring packet, I co-rode a hiring manual for the entire library system. I've done a lot of first work and I really enjoy human resources and keeping up to date on what best practices. And so I was responsible for writing my own section of that regarding candidate evaluation and I keep...

PART 2 OF 4 ENDS [00:50:04]

Eugenia Schatoff, Director:

Regarding candidate evaluation and I came up with the standard candidate evaluation forms for library use throughout the system. we already got feedback that other smaller libraries that don't have the staffing, or don't have the education are already using the manual. It was a lot of work at the system level in constitution with an attorney and the final product I think is really going to be helpful. It was a good learning experience and a good process. So thank you.

Donna Warren:

Very nice.

Eric Sharrin, Board President:

Very good

Eric Sharrin, Board President:

All right. Very good. Nice job there. It's called recruiting and hiring manual, if you're looking for it. If no other comments or questions about the director's report, I would like to move on to our committee report. Sorry, old business library renewal project.

Eugenia Schatoff, Director:

To provide a brief update. As they notified you via email, we did have a shorter story done on us by news 12. They did this story initially to try to feed into the public info session that we were having that evening. That public info session was one of the best attended ones that we had had to date. I think it was the best attended one, we had over 40 people. But in the public information session, when I asked how people had heard about the public info session, nobody came because of news 12. But what I will say is that the amount of comment like people coming in and phone calls and I was contacted and staff members and staff members friends, and family, and everything it was out there. So the fact that we're trying to, to get out there and talk about the project and be as transparent as possible, and we're attempting to engage with the community as much as possible.

Eugenia Schatoff, Director:

I think that this is proof of that. I thought it was a very well done story. That was an update. And then as I just stated, the last public information session that we had was the best attended one ever. We're hoping that that momentum will continue and I still do continue to get on a weekly basis participants in the weekly chats with the director. And so those are a little bit less formal, but people are still signing up still asking questions. So slowly but surely getting the word out there. We had been working on establishing the library renewal advisory committee. And so identifying key community members that we thought could serve on the community and provide us with the help. We've had a couple of meetings with different people there, different board members who have also reached out to people that they know. We had trustee Warren and trustee Deanna, came and went on a practice tour of the building to learn how to give tours.

Eugenia Schatoff, Director:

Because we are looking to start giving tours shortly. We finally recorded the public info session and that is now on YouTube and on our website. That is available to people who can't attend the public info session. And we're in the process this week. We'll, we'll be finishing up the tour video. So we're doing the tour of the library that we're going to be giving. We're also going to offer it via video for those who physically can't make it into the library. I spoke to a school board member who provided some really excellent feedback about some work that we should be doing on our messaging. I spoke to a couple of local politicians about the project and how we can kind of make our case for the library renewal project stronger and clearer. That's really what we've been focusing on. Those are my updates about the library renewal project.

Eric Sharrin, Board President:

Right, I just want to comment on that last information meeting that we had, we didn't stop until we answered every single questions, positive, negative, even just comments that were made. We addressed every single thing because people are interested and they want to know, and not everybody's positive for it. People have comments of why they don't want it. And we try to explain it all respectfully and just matter of factly of what we're doing, why we're doing it and how it works out. I thought it went very well. So thank you for the...

Eugenia Schatoff, Director:

Thank you Eric for doing them every month as well. I think it provides a good balanced also have you participating.

Eric Sharrin, Board President:

Thank you. That's the library renewal project. So now we have committee reports, see director's report. No policy, no building, no personnel, but we had a little finance committee going on. I know that because that's coming up very soon. Do we have any personnel to discuss?

Eugenia Schatoff, Director:

No, not at this time. We're still conducting interviews as we have the two vacant library and one positions. They were canvas through civil service and now we are interviewing potential candidates.

Eric Sharrin, Board President:

We have a couple of new business. One is the resolution to approve the annual report

Eugenia Schatoff, Director:

I just have a quick procedural question, should finance report on the budget that they're presenting? Or is that going to..

Eric Sharrin, Board President:

Yes, we could. I know this is an AMB. I think what we should do here is first let's talk about the budget. The finance has worked on our 2021 to 2022 budget. I believe that was Bill and Donna. And if you would, I'd like you to walk us through there. What you've done, our overall percentage increase and what our budget will be, what our plan budget is for this, for coming year. So we can discuss it. I give you the floor.

William Morris, Board Vice Presiden:

Do you want the floor, Donna?

Donna Warren:

Go ahead

William Morris, Board Vice Presiden:

We worked through it and cut where we could to get started and move money around and initially tried to stay right at the tax cap. Ultimately with the shift in the potential date for the bond vote and the realization of the expenses that were going to be incurred over the course of next year in service of maintenance and repairs associated with the condition in the library. We moved it up and it rounded up being 2% right Virginia? We had been previously trying to keep it down at 1.3, 1.5 but we moved it up a little bit to acknowledge that, that was a concern. Overall, I think it's a pretty tight budget. We really looked where we can move stuff out of monies we weren't spending on into places where we needed it.

William Morris, Board Vice Presiden:

Is that, say it again,

Donna Warren:

It's accurate, we really, kept the number very low. I don't think we've seen a number this low in years in fact.

Eric Sharrin, Board President:

No.

William Morris, Board Vice Presiden:

That's true.

Eric Sharrin, Board President:

No, well done there.

William Morris, Board Vice Presiden:

It took a while of consultation and discussion with Eugenia to try to make sure we were not making crazy decisions on cuts and kept it as something that they would be able to work with.

Donna Warren:

And the difference from what we started at 2% was so minimal that we just felt like we really needed to have that 2% to make it at least give a little bit of a leeway.

Eric Sharrin, Board President:

Okay. Initial presentation.

Donna Warren:

It's pretty basic.

Eric Sharrin, Board President:

Irene and Mike have you had a chance to refuse?

Irene D'Anna:

Yes. I think my question kind of goes back to earlier today. I'm looking at the 750 building maintenance and repair in that it went from 50,000 to 130,000. Correct? Am I reading?

Debra McDermott, Sr. Account Clerk:

No. I think what you're looking at is the total expenses for the year to date from July 1st through March 2nd.

Irene D'Anna:

Okay.

Debra McDermott, Sr. Account Clerk:

The budgeted amount was actually 130 and then we raised it to 147.

Irene D'Anna:

Oh, I see. Now I understand.

Eric Sharrin, Board President:

If I could just comment, when you print this out, if it was you who printed this out, if not, whoever printed this out. I think you have the ability to have the titles to the columns on each page. So, when you're looking through it you get to the second or third page, you lose track a little bit of what column are you looking at, which is the budget? Which is the difference? Etc

Debra McDermott, Sr. Account Clerk:

That was me. I can do that. I'll redo it for you guys and send it back out again.

Eric Sharrin, Board President:

I apologize for saying your name, Wendy. But thank you, Debbie, if you could. That would be great. It would just make it easier to be able to view and, and really go through it without the flipping back and forth. But with that said, thank you.

Eric Sharrin, Board President:

Irene, go ahead.

Irene D'Anna:

I have another quick question. The personnel salaries does that take into account our current labor negotiations?

Debra McDermott, Sr. Account Clerk:

Yeah. We don't have quite as many people anymore, so it should all still be good.

Irene D'Anna:

Okay. So the salaries..

Donna Warren:

I believe we spoke about making sure we included people to be hired as well. Right Will? Did we go through that?

William Morris, Board Vice Presiden:

Right any realistic expectation of what the contract is ultimately going to be.

Donna Warren:

Yeah

Irene D'Anna:

Okay

Eric Sharrin, Board President:

There's a lot of ifs sitting in there.

Wendy Courtney:

I have a question, having listened to you earlier and bill many times, are you happy with the snow removal line done?

William Morris, Board Vice Presiden:

Donna wants to increase it? I want to cut their money. I/m as happy as ill ever be for this year but next year,

Donna Warren:

This year I think just going forward, maybe we need to push a little bit more, but I'm not looking to increase the percentage overall at this point.

William Morris, Board Vice Presiden:

No, It might be moving monies around.

Eric Sharrin, Board President:

Mike, do you have any questions or any observations?

Michael McCue:

I only got this at 3:15. I hesitated. I'll just say since snow removal is the topic of the night, I know Donnelly is doing a job that is greatly appreciated at both Somerset, condos and the Meadows. Just throw them out as potential vendor for the next contract. And their guys have a rooming house right on railroad Avenue. So they'd be near at hand.

William Morris, Board Vice Presiden:

So we're going to get to this in terms of emotion on it later, right? We're still on the committee reports.

Eric Sharrin, Board President:

Yes. We in the community reports, this is really the only committee report that was financed. There is no personnel committee report. We do have an executive session for legal proceedings in the union contract negotiations. There was no piles to report at this time and no building and grounds.

Eric Sharrin, Board President:

I do have one item I would like to do under new business. So we can either do that now, or we could do our resolutions and then do that. And what that is, is just basically, we have our four piles, our four standing committees. I would like to get people assigned to them so we could start meeting on a regular basis. So it's not just a Donna and Will meeting on all four committees. I'd like to help get Mike and the Irene involved and help share the burden.

Wendy Courtney:

We don't need a resolution. I think it's just committees.

Eric Sharrin, Board President:

Right. But we are a new business. So it's a matter of, let's get these resolutions taken care of and then we'll do that. Then we can get into correspondence, public comments and move on. With that said, we have two resolutions in front of us. One is the resolution to approve the annual report. And this is the annual report from the RCLS. Is that correct?

Eugenia Schatoff, Director:

New York state division of library development

William Morris, Board Vice Presiden:

It's the report we provide to them, right?

Eugenia Schatoff, Director:

Correct. It's the annual accounting for all of our statistics.

Donna Warren:

We don't have a copy of that. Right?

Wendy Courtney:

This also was attached to your email. This is a 40 page document. It shows you this years and next years answers, and I wasn't going to print it out even double-sided and send it to you. It's attached to your email.

William Morris, Board Vice Presiden:

Is there anything that you want to draw our attention, Wendy? Or using it in terms of changes from last year?

Eugenia Schatoff, Director:

Well, I think that one of the interesting things is how COVID has affected the annual report. The annual report is something typically that had had very annually, very minor kind of changes. Some of the changes, which are really revolutionary, is the way that they're accounting for online programming now, which was to our benefit given we have such a robust online programming presence. That's a positive. Also the annual report. What we're trying to do is streamline our monthly statistics so that they more easily feed into the annual reporting. That's part of why your monthly statistics changed because we're changing how we do statistics and how we account for things throughout the library to help us support us in making programmatic and policy changes. That's a new process that we've embarked upon.

Eric Sharrin, Board President:

If you're looking through your attachments that came, it's attachment 6B.

Irene D'Anna:

I'm looking at it.

William Morris, Board Vice Presiden:

Me too.

Eugenia Schatoff, Director:

And as Wendy mentioned, we are in discussion with other library directors, we looking at placing board documents on a shared drive, just because of the sheer number of attachments. It's, a lot. You Guys get a lot of attachments to your email.

Donna Warren:

Eugenia, what does the state use this report for? Is it for funding?

Eugenia Schatoff, Director:

Probably the two most important things that the state uses it for,

Eugenia Schatoff, Director:

Number one, the state does use it to calculate our local library support funding. It's the LLSA money and Deb can verify the amount. Typically, I guess it's just around two or three thousand dollars that we see annually. So it's not a significant contributor to our budget. The other piece of it that is important, maybe not so much the state, but to us is really to benchmark our successes and to see where we are. A lot of the great information that's provided, for example, in our public information sessions about how great we're doing with programming and where we fit in at the system level is supported by all of these numbers that we are mandated to keep track of.

Irene D'Anna:

We're able to compare ourselves to similar libraries in the area?

Eugenia Schatoff, Director:

Yes, absolutely. Especially, we know we had been strong prior to COVID like we were third in the entire system of 47 libraries in terms of program attendance. And now we see with COVID, we far outpaced a lot of other libraries with programming alone. And so we had known anecdotally, we do a lot of programs. They're very well attended. We do a lot more than other libraries as these are the kinds of statistics. We, get a report at the system level of how other libraries in the system are doing, and we're able to compare ourselves.

Eugenia Schatoff, Director:

It's also useful for, you know, for budgetary purposes to say, other libraries with similar population size, with similar budget size, what are they spending on materials? What are they spending on personnel benefits? There's financial information that's valuable as well.

Irene D'Anna:

I did notice that the trustee section might be a little outdated now.

Wendy Courtney:

Yes, it was outdated already by the time we submitted it. However, we answered various parts of the report are quite specific, certain parts of the report, you answer questions based on the fiscal year, certain parts, you ask questions based on the calendar year and for the trustees, the cut off date was February 1st.

Irene D'Anna:

Gotcha.

Wendy Courtney:

Answered as of February 1st.

Irene D'Anna:

I didn't realize this was already submitted. Okay. That makes sense.

Wendy Courtney:

Yeah, we have a cutoff date from RCLS. That's usually sometime in February and it's usually not approved until after the, after we've given it to RCLS. Because RCLS then reviews all the member libraries before they pass it on up the line.

Irene D'Anna:

So which has to different yet fine, but it commonly, we even have submitted the port before you actually get to review it because it's usually not done early enough for you to review it before we have to submit it.

William Morris, Board Vice Presiden:

The 5.4 answer is interesting on the annual number of visits to the website really went in a direction that seems opposite to what I would have expected given the circumstances, because it's looking at 19/20 or 20/19. We had like 1/3 fewer website visits

Wendy Courtney:

Last year was the far right column.

William Morris, Board Vice Presiden:

I'm sorry. Say that again.

Wendy Courtney:

If you're looking at the last year's data, it is the far right column.

William Morris, Board Vice Presiden:

I wasn't sure earlier in the report, the far right is the year before last,

Eric Sharrin, Board Presiden:

but that's previously a current year. It depends which one you're looking at.

William Morris, Board Vice Presiden:

Well, 5.4, I think that's talking about the first, the 73972, it's talking about the year ending December 31st. Isn't it?

Wendy Courtney:

I'm not looking at the report. Is it in the center column or is it..

William Morris, Board Vice Presiden:

It's in the center column.

Wendy Courtney:

That is the 2020 answer,

William Morris, Board Vice Presiden:

Right, versus the 2019 answer.

Irene D'Anna:

Yes versus the 2019 answer and yes, I believe the number was lower, but I think that's also because remember when we were closed entirely, there was no purpose for people to visit our website. We were doing programming, but people couldn't check out books, reserve books, that kind of thing, because we just weren't open. So other than programming.

Eugenia Schatoff, Director:

I would like to interject. I think that's just a record keeping issue. I'm not sure that the previous year were we already using the Google analytics

William Morris, Board Vice Presiden:

Previous year had a 1060000

Wendy Courtney:

Yeah. I think Eugenia may be right. I'm not sure when we switched to Google analytics from an old IB, less reliable counting service,

William Morris, Board Vice Presiden:

It just,

Wendy Courtney:

At one time I know we weren't getting, I think goes back to Jim Ferrell when we were still trying to get counts, we couldn't really get a reliable count at all. And the instructions were just, well, just take your in-person annual visits and multiply it by a factor of this. And when we finally got a real "count count", it was way lower than multiplying our annual in-person visits by a certain number that year, but that goes back a few years, we had a significant drop.

PART 3 OF 4 ENDS [01:15:04]

Wendy Courtney:

Yeah, but that goes back a few years. We had a significant drop and I'm still not sure about the accuracy of some of the past year's counts of website visits, but we're working with what we get.

William Morris, Board Vice Presiden:

I love the number of board meetings in 10.1. We've more than doubled.

Wendy Courtney:

Yeah, that. Yeah, I noticed that more than doubled. I was like, "That's a lot of meetings we had."

Irene D'Anna:

I've been looking at this. It looks very in-depth and interesting. All good.

William Morris, Board Vice Presiden:

Do we need a motion, Eric? You're muted, Eric.

Irene D'Anna:

Am I?

William Morris, Board Vice Presiden:

No, Eric is muted.

Irene D'Anna:

Oh.

William Morris, Board Vice Presiden:

Eric's lips are moving, but there's no sound coming out.

Eric Sharrin, Board President:

It's the way it usually happens in my household.

William Morris, Board Vice Presiden:

Can I make a motion to accept this?

Eric Sharrin, Board President:

Yeah. Well, let's read it. Has everybody finished reviewing it? Because we're making a motion that the annual report was reviewed by the board, so I want to make sure we've all reviewed it before we accept it. If everybody has finished reviewing it, I'll then read the resolution. I'll go around the call. Bill, have you finished reviewing the report? Donna? Irene?

Irene D'Anna:

Yes.

Eric Sharrin, Board President:

And Mike?

Michael McCue:

Yes.

Eric Sharrin, Board President:

Okay. Very good. Then the following resolution was approved by the Board of Trustees of the Pearl River Library on March 22nd, 2021. Resolved the library operated under its plan of service in accordance with the provisions of the education law and the regulations of the commissioner, and assures that the 2020 annual report was reviewed and accepted by the board. May I have a motion? I have Bill as a motion. Do I have a second? Hey, Mike, you want to get your first? Too late. It's okay, you can get the [inaudible

01:17:52]. Okay, I have a second by Irene. Any discussion or any further discussion on this? If no further discussion, I'd like to call a vote. All in favor?

William Morris, Board Vice Presiden:

Aye.

Donna Warren:

Aye.

Eric Sharrin, Board President:

None opposed and abstained. Thank you. Okay. Next, we have the budget. The following resolution was approved by the Board of Trustees of the Pearl River Public Library on March 22nd, 2021. Resolved that the Board of Trustees of the Pearl River Public Library adopts the proposed 2021 to 2022 budget in the amount of \$3,218,395 and 39 cents. The proposed budget to include a tax levy of \$3,172,395 and 39 cents. I have a motion to accept. Donna has motioned. Bill has seconded, and any further discussion on the budget? Any questions, comments? If none, I'd like to make a comment. Bill and Donna, thank you so much for working hard and diligently on this and getting this through with, I think, the lowest annual percent increase we've seen in my entire time here at the library, and for your help also, Eugenia and Deb and Magda and Wendy and everybody who helped participate to have this thing completed. With that said, if there's no further discussion, I'd like to call the vote. All in favor of the budget?

Irene D'Anna:

Aye.

William Morris, Board Vice Presiden:

Aye.

Eric Sharrin, Board President:

Any opposed? None opposed, none abstained. Thank you. For our next item, before we go to correspondence, I'd like to discuss our four standing committees. We have Policy, Budget and finance, Building and Grounds, and Personnel. Now, I know Donald likes to be on the Personnel. Would you like to continue that, Donna?

Donna Warren:

Yeah, yeah. That's fine.

Eric Sharrin, Board President:

Yep. And Bill, which one do you prefer as far as Budget and Finance and B&G?

William Morris, Board Vice Presiden:

It's a good question. I'd like to stay on the Budget and Finance.

Eric Sharrin, Board President:

Okay. What I'd like to do is give everybody their first choice and then we'll get the second choice going. So with these standing committees, Irene, do you have a preference? You're on mute. I can't read lips. I'm trying to see what you saying. Oh, there you go.

Irene D'Anna:

Sorry. Sorry about that. I'm going to let Mike pick, since he's our honorary guests today.

Eric Sharrin, Board President:

Is that honorary?

Irene D'Anna:

I'm easygoing, so I could do either committee. Whatever Mike has a preference towards, you're welcome to choose first.

Michael McCue:

That's very generous of you.

Eric Sharrin, Board President:

And he's not a guest anymore. Go ahead, Mike.

Michael McCue:

Building and Grounds.

Eric Sharrin, Board President:

Building and Grounds, okay.

Eugenia Schatoff, Director:

Eric, I just want to... Excuse me, sorry to interrupt. Don't forget Ad hoc as well.

Eric Sharrin, Board President:

Yeah. We'll get to Ad hoc after. I want to get the four standing because Ad hoc, as it says, is Ad hoc. Okay. Donna, and Policy is... Nobody's chosen Policy, have they? Oh, no. Irene.

Irene D'Anna:

Mm-hmm (affirmative).

Eric Sharrin, Board President:

Your turn. Pick one.

Irene D'Anna:

Okay. I don't know. Eugenia, where do you think I could help the most?

Eugenia Schatoff, Director:

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In the past, Buildings and Grounds became Ad hoc, so is that something that you want to continue or no? Eric? Because I wouldn't want the two newest board members to both be on Buildings and Grounds, and do Ad hoc.

Eric Sharrin, Board President:

Right, right.

Eugenia Schatoff, Director:

So we would want to pair...

Eric Sharrin, Board President:

Yeah, I would like somebody who's been on Buildings and Grounds.

Eugenia Schatoff, Director:

[crosstalk 01:22:32].

Irene D'Anna:

The only thing that I would say, whichever one is the tech committee, I would like to be on. That's my only request. Anything else, I'm easy going.

Eric Sharrin, Board President:

All right. Well, the tech committee [crosstalk 01:22:46].

William Morris, Board Vice Presiden:

[crosstalk 01:22:46] at this point?

Eric Sharrin, Board President:

The tech committee could be a separate committee. That could be almost like an Ad hoc Committee that we can have to get things together and just be an advisory role as things go out, so that's not something that has to be necessarily a subcommittee under a two person committee. It could be something separate that you can report up to, if that makes any sense? All right.

Irene D'Anna:

Eugenia, where do you think I would fit better?

Eugenia Schatoff, Director:

I thought you had some really good questions about the budget and the various line items on the budget, so I would suggest Finance.

Irene D'Anna:

Okay.

Eric Sharrin, Board President:

Okay.

Irene D'Anna:

You got it.

Eric Sharrin, Board President:

Very good. So we have the Finances filled with Irene and Bill. For Building and Grounds, Bill, would you like to stay on that one?

William Morris, Board Vice Presiden:

Actually, I'd like to be on Ad hoc.

Eric Sharrin, Board President:

Okay. In that case, Donna, Building and Grounds?

Donna Warren:

I think I'd probably better at Policy, to be honest. I'll do whatever you want and I've done both, but I think you've probably got me on Policy.

William Morris, Board Vice Presiden:

Okay, hold on.

Irene D'Anna:

I could do Building and Grounds too.

William Morris, Board Vice Presiden:

We should explain what the Ad hoc Committee is.

Eric Sharrin, Board President:

Right, right.

William Morris, Board Vice Presiden:

To our newest trustees.

Eric Sharrin, Board President:

The Ad hoc Committee is the committee that really has been working with the whole building expansion at this point for the last, I'd say three to four years right now. It was created so not necessarily all the people on the Budget and Finance were on the Ad hoc, but we have a little mixture going on. That's what I [crosstalk 01:24:34].

William Morris, Board Vice Presiden:

Originally it was Liz and myself, I think.

Eric Sharrin, Board President:

Right. Okay, so Donna's on [crosstalk 01:24:39].

Irene D'Anna:

I mean, I definitely want to be part of the expansion project, but I mean, I have a feeling all the committees are going to kind of be tied to that.

Eric Sharrin, Board President:

Yes. In the end, they all are. Mike, I'd like to put you on policy. I think you would be good there, coming from another library and really be able to take a look at what our policies are and help us improve them and expand upon them.

Michael McCue:

Okay.

Eric Sharrin, Board President:

So thank you there. For personnel... We've got Policy, I have two. Budget and Finance, I have two.

Irene D'Anna:

You want me to do Buildings and Grounds?

Eric Sharrin, Board President:

I could put you on Buildings and Grounds, Irene and Bill, I'll put you on Personnel with Donna.

William Morris, Board Vice Presiden:

Okay.

Eric Sharrin, Board President:

Okay. Then for the Ad hoc, what I thought I could do is take Bill and Irene so we have Budget and Finance, we have Building and Grounds, and we have the Ad hoc Committee.

Irene D'Anna:

Okay.

William Morris, Board Vice Presiden:

So I'm on Personnel now?

Eric Sharrin, Board President:

Right. You're on Personnel, Bill. You're going to learn something new. That was the one committee I was never able to get myself on and I'm ex officio for any committee. Then for Ad hoc, because it's Ad hoc, if somebody can't make it and the meeting needs to happen, we'll sub somebody else in.

William Morris, Board Vice Presiden:

Who's on Ad hoc with me?

Eric Sharrin, Board President:

I have Bill and Irene.

William Morris, Board Vice Presiden:

Okay.

Eric Sharrin, Board President:

Okay, but for the standing committees... Okay. Wendy, for Policy...

Wendy Courtney:

You want me to go over what I've got down and see if it matches what you've got?

Eric Sharrin, Board President:

Sure. Go right ahead.

Wendy Courtney:

Okay. For Budget and Finances, Bill and Irene.

Eric Sharrin, Board President:

Yes.

Wendy Courtney:

Policy is Donna and Mike.

Eric Sharrin, Board President:

Yes.

Wendy Courtney:

Buildings and Grounds is Mike and Irene.

Eric Sharrin, Board President:

Yes.

Wendy Courtney:

Personnel is Donna and Bill.

Eric Sharrin, Board President:

Yes.

Wendy Courtney:

So leaving out the Ad hoc, Donna is on Policy and Personnel. Mike's on Building and Grounds, and Policy. Bill is on Finance and Personnel, and Irene is on Finance and Building and Ground.

Eric Sharrin, Board President:

That's correct.

Wendy Courtney:

The Ad hoc right now is Bill and Irene. Ad hoc may expand to include tech services or technical...

Eric Sharrin, Board President:

Well, no. [inaudible 01:27:17] may be actually sometimes with Ad hoc, everybody. We end up having a board meeting with Ad hoc depending upon how important it is and what needs to be discussed.

Wendy Courtney:

I'm aware.

Eric Sharrin, Board President:

Okay. And then for Tech Committee, I'm going to be on the Tech Committee with Irene and that's sort of going to be an advisory. We'll be able to take a look at what's going on, what is being discussed, what future purchases are and we'll be able to help get the... Yes?

Eugenia Schatoff, Director:

Can I just interject? I think that we would be better served having a Tech Committee that focuses on tech planning in addition to that, but also the future planning, so you can have like tech strategic planning. I think that would be more helpful to us as opposed to constantly viewing everything. We've talked a lot about bandaid solutions with the changing nature of library services, with the changing nature of our building, we really kind of have to be a little bit more forward thinking and proactive with our tech planning.

Eric Sharrin, Board President:

Okay.

Irene D'Anna:

That is my plan.

Eric Sharrin, Board President:

Okay. Very good. As far as reporting, that reports, I'd say both Ad hoc and possibly Building and Grounds, because we don't have a long-term planning committee as it would be.

Eugenia Schatoff, Director:

What I would say the other thing that I would like to request is we really need to have a strategic plan for the library. We don't have one at this time. It really became more and more evident as we've gone through this library renewal project that we haven't recently taken stock of our role in the community and the services that we offer. It's very important for us to undergo the strategic planning process, given

the realities of our building situation and potentially to rethink our mission statement. I think that's an important part of everything that we're going through as well.

Irene D'Anna:

You're talking outside of technology, right?

Eric Sharrin, Board President:

Yes.

Eugenia Schatoff, Director:

I think technology fits into that, but overall, we haven't had a strategic plan recently, if not ever. For an organization that's undergoing so much cataclysmic change, it's very for us to reach a consensus and ask our constituents and go through the strategic planning process to really have a focused approach to what we're doing.

Eric Sharrin, Board President:

Okay. I'd like to, just base it upon actually an earlier discussion that we had, to actually fill that up under the Policy Committee. That could be a subset of the Policy where Mike and Donna could serve on the strategic planning for now. And, as I said, the tech planning could report to them, but I would serve independently. We can work together to get ideas and offer ideas so that we come from a more technical way of doing things where you could be full picture and...

Irene D'Anna:

I could imagine that it would be very different depending if the renewal projects go forward or not. I just would say, let's not jump both feet in just yet, just because so much is dependent on the renewal project.

Eric Sharrin, Board President:

Absolutely. Absolutely.

Wendy Courtney:

Let me just ask you, so are you basically saying that strategic planning is a subcommittee of the Policy Committee?

Eric Sharrin, Board President:

It's going to be. Yeah, I would like to point Mike and Donna to that. So yes, it's...

Eugenia Schatoff, Director:

Do you think we can say that it's just being assigned to the committee so that the Policy Committee's going to work on the strategic plan, not a separate committee within a committee?

Eric Sharrin, Board President:

Okay. There you go.

Eugenia Schatoff, Director:

Sorry. I just like to be clear.

Eric Sharrin, Board President:

I think we have that all worked out. Does anybody have any questions, comments, concerns?

Wendy Courtney:

So the Tech Committee is a separate committee of Eric and Irene?

Eric Sharrin, Board President:

That's right.

Wendy Courtney:

We now have five standing, or six standing committees with the Ad hoc?

Eric Sharrin, Board President:

Right. I really wanted a committee that just had the vowels leading, people with vowel names serving on that as opposed to consonants.

Donna Warren:

There you go.

Eric Sharrin, Board President:

Yes?

William Morris, Board Vice Presiden:

Just when you update this, Wendy, I know you need to update the trustee list and the phone numbers.

Wendy Courtney:

No. If you looked at your most recent email with the revised agenda, there is an update.

William Morris, Board Vice Presiden:

Yeah, but you're going to need to update it again. One more change. You can ditch my home phone number, because it no longer exists.

Wendy Courtney:

Okay.

William Morris, Board Vice Presiden:

Okay. Just thought I'd let you know.

Eric Sharrin, Board President:

Yeah.

Irene D'Anna:

Is this going to be public?

Wendy Courtney:

That's the 7356248? No, this is not a public document. Please keep it private.

Irene D'Anna:

Thank you.

Eric Sharrin, Board President:

All right. Very good. With that, I'm done. Our next item is our correspondents. Any correspondents?

Eugenia Schatoff, Director:

I don't have any correspondence, but what I do want to say is there's a very strong correlation between us being open and people feeling positively about the library renewal project, because that's something that, being reopened to the public, even in a limited capacity, allowing people to browse from our regulars, from the people who really love and utilize the library on a frequent basis, I'm hearing a lot of positive feedback about the library renewal project. I wanted to state that to you.

Eric Sharrin, Board President:

Okay.

Irene D'Anna:

I noticed a lot of stuff that you guys did is lot of purging of old items, and then you purchased quite a bit of new items that are really amazing and relevant. I think that if people actually knew about that and it was advertised, especially like you do in the front of the library, I think it makes a difference.

Eugenia Schatoff, Director:

Thank you.

Eric Sharrin, Board President:

Thank you. Okay. Any public comments?

Eugenia Schatoff, Director:

I think we do not have any more public in the meeting.

Eric Sharrin, Board President:

Okay. No comments. With that said, I'd like a motion to move into executive session to discuss legal proceedings and...

Eugenia Schatoff, Director:

I don't have any updates regarding legal proceedings or the union contract [inaudible 01:34:31].

Eric Sharrin, Board President:

Oh really? So no [crosstalk 01:34:33] executive. I strike that request, in which case here comes the exciting, and if anybody raises their hand beside Mike to make this motion, I'm going to be very upset. I'd like a motion to adjourn. Mike, would you like to make this motion?

Michael McCue:

[inaudible 01:34:54].

William Morris, Board Vice Presiden:

Second.

Eric Sharrin, Board President:

Just wanted him to have his first motion on the way. Any discussion about this? All the favor?

William Morris, Board Vice Presiden:

No. It's way too early to get done.

Eugenia Schatoff, Director:

[inaudible 01:35:08]. But don't jinx it.

Eric Sharrin, Board President:

Okay. None opposed. Irene, did you raise your hand?

Irene D'Anna:

No, I just didn't...

Eric Sharrin, Board President:

Are you abstaining on a journey?

Irene D'Anna:

[inaudible 01:35:22] with everybody.

Eric Sharrin, Board President:

We have an abstention on the adjourning.

Irene D'Anna:

No.

Michael McCue:

I'm going to check out my pool.

Eric Sharrin, Board President:

Very good. Yeah. I don't think it's light out anymore, but it will be soon enough.

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Michael McCue:

[inaudible 01:35:39] to get to swimming.

Eric Sharrin, Board President:

Our next meeting is Monday, April 26th. I'm sure we're probably going to have another meeting before that, but until then, the regular meeting is April 26th. Thank you all. Thank you, Mike, for attending. It's really appreciated. Look forward to working with you and Irene, again, thank you for also and it's nice to have a full board again.

Eugenia Schatoff, Director:

Absolutely.

Eric Sharrin, Board President:

Donna and Bill, as for your continued service, thank yo, and to our support staff, thank you all for being here. Everybody, have a good evening and I will see you.

PART 4 OF 4 ENDS [01:36:18]