

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 shall be 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.

TRANSCRIPT OF MEETING OF 3/23/2020

MR. SHARRIN: The time is now 7:21. This is Eric Sharrin, Board President, and I'd like to call the meeting to order. I don't know if you can display a flag on the screen so we can . . . (MS SCHATOFF HOLDS UP SMALL FLAG ON SCREEN) there you go. If you wish to, please stand and say the pledge of allegiance.

(Multiple voices recite Pledge of Allegiance.)

OK, so now for the Board, (this is Eric) we have the minutes from our last two meetings. Have you read through them and do you have any comments, corrections?

MRS. WARREN: Yes, I do.

MR SHARRIN: Who's speaking?

MRS. WARREN: Donna, can you hear me?

MR. SHARRIN: Yes, Donna. What are your corrections?

MRS. WARREN: Two things. On the March 16 Minutes, one, we're being described as part of us home and part of us in the building. Maybe we should just have a little idea as to why we had done that. I know by the date we're doing this because of the Corona virus, but maybe it should just be noted in the minutes because if you're looking back, let's say next year or whenever somebody's reading through it, they may not realize what's going on. So that was the one thing.

The second was, down at the bottom, where it says Ad Hoc Committee to review Construction . .

MR. SHARRIN: Yes?

MRS. WARREN: It should be “Ad Hoc Committee to Review Construction Management Proposal Bids made a recommendation that the contract be awarded to Calgi as opposed to to. You all see that?

MR. SHARRIN: Yes, yes.

MRS. WARREN: OK, so those are my two for those minutes.

MS SCHATOFF: So Donna, just to address your first comment, we do have language that was provided to us that we can insert there, similar to the language that we have for the resolution . . .

MRS. WARREN: Yes

MS SCHATOFF: given that there was declared a state of emergency and

MRS. WARREN: perfect

MS SCHATOFF: and given that we no longer are allowed to meet in public . . . blah, blah blah

MRS. WARREN: Great, I just think it should be noted. That way, you know going forward . . .

MS SCHATOFF: Absolutely

MRS. WARREN: That’s it for me on that one.

MR. SHARRIN: Very good. Anything on the other one Donna?

MRS. WARREN: I don’t think I had anything. Let me just double check myself. No, I have nothing else.

MR. SHARRIN: OK, going ‘round the Board, Bill, do you have any comments on the minutes?

MR. MORRIS: No, I’m fine with them. Thank you.

MR. SHARRIN: Very good, thank you. Any Liz, do you have any comments on the minutes?

DR. VAN WYNEN: No, they’re fine. Thank you very much.

MR. SHARRIN: Very good. Now, I’ll just ask if Marie is on at all?

MS SCHATOFF: No, but I do see Magdalena in the bottom . . . I’m not sure if she can hear us. Magdalena, can you hear us?

MS PARVULESCU: Yes, I can hear you guys.

MS SCHATOFF: We can hear you as well.

MS PARVULESCU: OK, very good.

MR. SHARRIN: Very good. And Marie does not seem to be on at all. If she is, we're not seeing her number . . . 7963, I think. 7963 are her last four digits, Eugenia, if you see that. Otherwise, let's vote. All in favor? Somebody make a motion to accept the minutes, please.

VOICES: I make a motion.

MR. SHARRIN: OK, Donna made the motion. I'll take it, Liz, you want to second that motion?

DR. VAN WYNEN: Yes

MR. SHARRIN: Thank you. All in favor of accepting the minutes?

MRS. COURTNEY: Eric, could we have a separate vote for each minutes?

MR. SHARRIN: Yes. OK, yes we can. Thank you, Wendy. OK so we'll start with the Minutes of February 24. Donna, make a motion (INTERRUPTION) doing it separately . . . I just lost video there. Donna, could you make the motion to accept the . . .

MRS. WARREN: Yes, I make a motion to accept the Minutes of February 24

DR. VAN WYNEN: And, I second it.

MR. SHARRIN: And Liz seconds it. All in favor, say aye.

MR. SHARRIN: Aye

MRS. WARREN: Aye

DR. VAN WYNEN: Aye

MR. SHARRIN: Bill, aye? OK, and none opposed? The minutes are passed, and now somebody make a motion for the March 16 minutes.

DR. VAN WYNEN: I'll make a motion for the March 16 minutes.

MR. MORRIS: And, I'll second it.

MR. SHARRIN: OK, Bill seconds. All in favor? Aye.

DR. VAN WYNEN: Aye

MRS. WARREN: Aye

MR. MORRIS: Aye

MR. SHARRIN: Any opposed? (SILENCE) None abstained. The Minutes passed. OK Now we come to the Treasurer's Report.

MS PARVULESCU: Yes, hi guys. The problem is I don't hear very well. I don't know where I make the sound higher, but I hope you do hear me.

MS SCHATOFF: Yes, we hear you.

MR. SHARRIN: We do.

MS PARVULESCU: Oh, you do. That's perfect. In the month of February . . . (Magda reads Treasurer's Report. Text inserted.)

Treasurer's Report:

Banking

The Pearl River Public Library earned a total of \$201.29 in combined interest from the Sterling National Reserve account, General Operating account and the Trust & Agency account.

February Budget Report for 2020

INCOME:

The Library received a Mini Grant for Early Learning Spaces from Ramapo Catskill Library System in the amount of \$750.

The Total Income for the Library this month is \$2,049.66.

EXPENSES:

The majority of the expenses versus budget appear to be in line with what was expected. There are a few notable exceptions:

- The total Salaries this month is high due to the pay out of vacation and sick days for Vicki Biehl (as was previously reported).
- Young Adult books total line is higher this month due to January bills that came late for payment in addition to the payment of the current bills.
- On Young Adult Books, the Library is over budget and expected to be more until the end of this year.
- Children books line is higher this month due to bills coming late for payment.
- Electronic Data Base Subscription -- The library has spent 81.63% of the Budget.
- Total Adult Programs line -- The Library spent 90.48% of Budget.
- In Total Programming & Promotions category seems to be in line we what we budgeted.
- Conference Mileage line is slightly over budget this period.
- Contract Services line this month is higher due to a renewal of ESI Group Services, and over budget for the year by 153.40%.
- The Total Expense line up to February 2020 is at 68.62% of the Budget which is what is to be expected.

MR. SHARRIN: Thank you Magdalena. OK and now let's do a review of the financial warrants.

MRS. WARREN: Wait, Eric. Before we do, can we just ask a couple of questions?

MR. SHARRIN: Yes, Donna. OK, I'm sorry, I forgot to ask. So does anybody have anybody have any questions for Magdalena? So Donna first, and then Liz?

MRS. WARREN: I guess it's a general question, I'm not sure if it should go to Eugenia or Magdalena, but for the Young Adult books, is there a reason why we are so over budget at this point?

MS PARVULESCU: The Young Adult books line? Yes, it is because of payments for January bills came late for payment so in the month of February we can see payments of January and February. So that's why it's a higher amount. I don't have . . .

MRS. WARREN: That would still be within the budget. What . . .

MRS. MCDERMOTT: Can I just. . . FREEZE

MRS. WARREN: I can't hear you Deb.

MR. SHARRIN: Debbie?

MRS. MCDERMOTT: Well I know Emily didn't, she barely spent anything the previous year so I know she had to weed out a lot of her collection this year, and I think that is why she's spending so much right now, January, February.

MRS. WARREN: Mm? How much are we over budget. I'm not looking at . . . Do you know off the top of your head?

MS PARVULESCU: I don't have the report in front of me. Could somebody . . .

MR. MORRIS: Give me a second.

MRS. WARREN: I'm just curious how I didn't see it on here before.

MRS. MCDERMOTT: About \$1,500.

MR. MORRIS: What is it as a percent?

MS PARVULESCU: Yeah, I don't have the . . .

MRS. MCDERMOTT: We're at 129.19%.

MR. MORRIS: So then, we're definitely over budget?

MRS. MCDERMOTT: Yes

MS PARVULESCU: Yes

MRS. WARREN: OK, I guess I'm just wondering, you know, so when you get to that point, Eugenia, and you're close to the 100, does she have to come to you and ask can we go over it here or how does that work?

MS SCHATOFF: So what I would say is that going into this fiscal year, one of the real difficulties that presented itself was the fact that the materials budget was unilaterally cut. So last fiscal year, the Children's Department had spent a large percentage of their budget. Other departments had been instructed not to purchase. They had received instructions to stop purchasing or to purchase minimally. And so, in lifting that ban, I really think the thought

process that went into establishing this fiscal year's budget was based upon numbers that weren't reflective of what we actually needed. And so right now, it's kind of like the swing back of actually purchasing what needs to be purchased when it needs to be purchased. So what you're seeing is, you're seeing the results of a unilateral cutting budget for a collection that was chronically underfunded, and now we're looking to see how much it actually costs to properly fund the Young Adult collection. So in terms of the overall spending for the collection, at this point I really think that even with, I think that given the circumstances of this pandemic that we facing, even with the supplement money that we are going to spend on electronic items, we've ceased ordering at this point. So overall, other than electronic purchasing, we are not purchasing for collections at this point. So I think it's going to be a wash.

MRS. WARREN: I see. OK.

MS SCHATOFF: If not representative, hopefully not too much, maybe a little bit of savings. We're really just focusing on electronic purchasing at this point. So when you see the numbers reflected for this month, we'll be under when you compare month to month.

MRS. WARREN: Thank you.

MR. SHARRIN: OK, Did anyone else have questions on the Treasurer's report? Liz, did you have something? Liz?

MR. MORRIS: She's muted.

MR. SHARRIN: OK. Bill, any questions from you?

MR. MORRIS: No, but I think Liz has something to say, but I think she's just muted.

MS SCHATOFF: I can try to unmute her. Let me see, unless she's muted on her end.

MR. MORRIS: I think she's muted on her end.

MS SCHATOFF: Yeah, I can't unmute her.

MR. MORRIS: Liz, you've muted yourself.

MR. SHARRIN: If you tap the screen Liz, and you look at the bottom left, there'll be a microphone. If it says mute and it's green, if you could unmute it. It will be red actually with a cross out if it's muted.

MR. MORRIS: Here comes tech support.

MS SCHATOFF: If you're on a computer on the desktop, it might be on the banner up top, or the banner at the bottom. Looks like a microphone, mute, you just have to . . .

NOISE

MS SCHATOFF: Is that you Liz? I see two Lizes now.

MR. MORRIS: Oh I see. Right.

SILENCE

MS SCHATOFF: I can't unmute it because I did not mute you. If I had muted, I could unmute it.

SILENCE

MR. SHARRIN: Eugenia, you just popped out.

MS SCHATOFF: Sorry?

MR. SHARRIN: No, you popped out. Now you're back in again. I guess when you're quiet for a little bit, the screen goes blank.

SILENCE

MR. SHARRIN: any luck there?

MR. MORRIS: Do you think it might help if she went out and came back in again?

MS SCHATOFF: Yeah, try that Liz.

MR. MORRIS: Maybe if you closed out and jumped back in again, Liz? That might do it.

MR. SHARRIN: And everybody out who's observing us, the public, thank you for your patience while we work out some of these technical difficulties.

MS SCHATOFF: It's our maiden voyage.

MR. MORRIS: Right. Surprising this doesn't happen when we meet in person.

MRS. WARREN: It definitely doesn't.

MR. SHARRIN: We all speak to each other and all of a sudden we start talking and nothing comes out. It's called laryngitis.

MS SCHATOFF: I can't unmute it. It's not on my end.

MR. SHARRIN: Now, as an option, what can happen is if you can see Liz, but we just can't hear Liz, if she would mute her laptop, so there's nothing coming out of her laptop speakers and get on her phone, she could dial in to the meeting and speak in that way.

MR. MORRIS: I think she jumped out. Oh, there she is. Ah, beautiful, there you go.

DR. VAN WYNEN: I'm back.

MRS. WARREN: There you go Liz.

DR. VAN WYNEN: I'm back. I have no idea what happened 'cause I didn't touch anything. It just . . .

MR. SHARRIN: That's OK.

MR. MORRIS: OK. Do you have questions . . .

DR. VAN WYNEN: Yes, I did have . . .

MS SCHATOFF: Just anyone who's not speaking, could you please just mute your mic because I'm already getting feedback. So if you're not speaking right now, just mute your mic? Thank you. OK Liz, go ahead.

DR. VAN WYNEN: OK. I had questions with regard to contract services line. This month is higher due to the renewal of the ESI Group Services? And that's over budget for the year by 153.40%, so obviously, I'm concerned a lot about that, and I want to know, do we expect any further costs to come into that line?

MS PARVULESCU: I'm not sure. I don't think so.

DR. VAN WYNEN: Alright then, so exactly what does the ESI Group Services give us?

MRS. MCDERMOTT: That's the Employee Assistance Program. That gives the number for employees to call in when they need help with finances or mental health issues, that kind of thing.

DR. VAN WYNEN: I understand that, but when we were doing last year's budget, why . . . I'm concerned from what we put in last year for this year and now it's up 153.40%. I'm concerned about that.

MRS. MCDERMOTT: That was a problem because Eugenia and I hadn't been in our positions the year before. We didn't realize that this bill was coming due; nobody got it and it came late. We didn't actually end up paying for this year until two months after it was due and the budget had already been set.

MR. SHARRIN: OK, are you saying that this is due to last year's money being spent this year because it didn't make it into the last year's budget due to the fact that you were both new and didn't know about this?

MRS. MCDERMOTT: Well, we kind of knew about it, but it was on the back burner. I think they had sent the bill originally . . .

FREEZE.

MR. MORRIS: What line is this on? What's the line number?

MR. SHARRIN: 7060, page 3. Part of the 7000, Building Operations, two lines above that.

MR. MORRIS: I see it.

MR. SHARRIN: So we had \$7,000 budgeted for the year, \$10,739 spent for the year.

MS SCHATOFF: And I would also just like to add that the Employee Assistance Program every . . . The price that we pay for that is a very competitive price. That's the thing that I instituted at my previous library as well and I can say that what we're paying is a very competitive price, and I would also add that the Employee Assistance Program is worth every single penny. We do not have an HR Department, we do not have any staff that are 100% devoted toward human resources so having the ability to refer people, to provide inservice, to provide workshops or one-on-one consulting is certainly something that's worth every single penny that we spend on it.

DR. VAN WYNEN: Absolutely, I agree 100% on that, but my concern is what is the actual cost per year to have this service so that I know for preparing this year's budget?

MS PARVULESCU: What was it? \$2,000?

MS SCHATOFF: I believe it was \$2,400.

MRS. MCDERMOTT: Yes, it was around that amount.

MR. MORRIS: And to they provide services? Also counseling services?

MS PARVULESCU: Yes, yes.

MR. MORRIS: Like to deal with the stuff that happened in Spring Valley and also our current circumstance?

MS SCHATOFF: Yes, absolutely and financial advisement, legal referrals, estate planning, will writing. It's really . . . pet insurance. It's got everything.

MRS. MCDERMOTT: Yes.

MR. MORRIS: OK

DR. VAN WYNEN: OK, that's terrific. I'm not arguing it at all. I just want to know that it's something that has to be looked at every year and maybe that goes into that tickle that you're going to develop with regard to contract services? That you're going to look at with regard to the landscaping, snow plowing, fertilizers, whatever else we do that's contracted? This will be added to that so we will keep an eye on it every year? Will that be done?

MS SCHATOFF: Yes, absolutely. And as with all of our contracts, we will be periodically reviewing every contract to competitively bid it. Yes.

DR. VAN WYNEN: Perfect, thank you. Thank you everybody.

MR. SHARRIN: You're welcome. Are there any more questions on the Treasurer's Report? If no further questions, thank you very much everybody. Thank you, Magdalena. I'd like to move on to the Financial Report for February 2020 and then the List of Warrants for March of 2020. Does anybody have any questions on the Financial Report that may be separate from what was pointed out on the Treasurer's Report?

DR. VAN WYNEN: Hello? It's Liz, again.

MR. SHARRIN: Hello, Liz.

DR. VAN WYNEN: Your favorite board member has another question. What I did not see . . . Are we on the actual cash flow sheet for February now? Is that what we're on?

MR. SHARRIN: That's what I'm looking at. Yes.

DR. VAN WYNEN: OK. What I don't see in the Personnel Salary section is legacy. Haven't we started that legacy this year?

MS SCHATOFF: So what you're referring to is something that we're adding into this coming fiscal year budget.

DR. VAN WYNEN: OK

MS SCHATOFF: Midyear, we can't add additional lines, because the taxpayers have already approved the funds for the specific line. So that's something we're looking at for next fiscal year.

MR. SHARRIN: Thank you.

DR. VAN WYNEN: OK, great. Thank you so much.

MR. SHARRIN: Any other questions? Donna? Bill?

MR. MORRIS: No, I'm good.

MR. SHARRIN: OK

MR. MORRIS: You want me to move on the . . . I did the review.

MR. SHARRIN: No, no. We still have . . . yes, you did the warrants, so that's what we're going to review next, and you'll move on everything. So let's look at the List of Warrants. And for this, I guess, we're going to sign it and maybe scan it in and email it to Eugenia.

MR. MORRIS: That's the other thing. Those are the bank statements and whatnot.

MR. SHARRIN: Yes.

MR. MORRIS: But what about the actual line-by-line.

MR. SHARRIN: So the List of Warrants. Does anybody have any questions for the March List of Warrants or Trust & Agency? PAUSE For the paychecks? And we have that Tech Soup? Very good. PAUSE And lastly, checks to be paid? PAUSE If there are no questions, Bill, if you'd like to make a motion?

MR. MORRIS: I'll make a motion to accept . . . How do you say it Wendy, again? You have to unmute yourself, Wendy.

MRS. COURTNEY: You make a motion to accept the Treasurer's Report, Financial Report, all the warrants and bank statements.

MR. MORRIS: OK, I make a motion to accept the Treasurer's Report, the warrants and the bank statements.

MR. SHARRIN: Does any . . .

MRS. WARREN: I'll second.

MR. SHARRIN: Second? Very good, thank you. All in favor?

MRS. WARREN: Aye

MR. MORRIS Aye

MR. SHARRIN: Do I hear everybody? Liz?

DR. VAN WYNEN: Aye

MR. SHARRIN: Anybody opposed? SILENCE OK, so that passes. Thank you very much and thanks for doing the review, Bill. OK, so next we have our statistical report. The List of Warrants, we will sign the sheets of paper and if possible scan it in and send to Eugenia. And for Statistical Reports does anybody have any questions?

MRS. WARREN: Just a comment. This is Donna. It's nice to see that patron visits and cardholder count is up over the year. That's a nice trend to see. Visits are up. Everything looks positive. Unfortunately, it's not going to look well next year.

MR. SHARRIN: Right, right.

MR. MORRIS: It looked good for a moment.

MRS. WARREN: for the moment, yes.

MR. SHARRIN: You know, let's think positive. Let's think that hopefully we can all stay indoors for two weeks. We can see who's got it and then we can start venturing out carefully.

OK, very good. Thank you for the comment. Statistical Reports we don't need to accept, we just review. Are there any other comments? Liz or Bill regarding the statistical report?

DR. VAN WYNEN: None from me. This is Liz.

MR. SHARRIN: OK, thank you Liz. And Bill nothing for you?

MR. MORRIS: No, they all look good to me. Thanks.

MR. SHARRIN: Very good. Thank you. OK, next the Director's Report. Eugenia?

MS SCHATOFF: Yes, so before we get . . . there's pre Corona and post Corona. So I'm going to cover pre Corona first. So pre Corona, we had a meeting with the Department of Labor and something we had been speaking about for a while. I know Deb and I had been discussing it and it also had come up in several board meetings was the idea that we didn't have a complete list of contractors for active contracts that we had and nor did we have approved contractors for each fiscal year. And so the meeting with the Department of Labor was really triggered by one of the vendor's contractors that we used and an inquiry into them complying with the prevailing wage. And so it brought up the question for us: are we actively complying with the Wicks Law? Are we properly bidding out all of our contracts? And, not only that. When we do that, we have to document that. So it's representative of a lot of administrative work on Deb's and my part, and we've just started the process. We were trained on how to appropriately comply with Article 8 and Article 9 in terms of awarding the bids and documenting that in all of our files. So this, like many things, I've not been here that long; I am astounded that it never happened before. Nor is that right or appropriate that it didn't happen before, but I can only speak as to what we will be doing in the future. And so in the future, we will be fully compliant, and absolutely monitoring all of our contracts on an annual basis. We're looking toward having an approved list of contractors for the coming next fiscal year and having all of them approved with the Article 8 and Article 9. And then that would be an active list that we pick from. So what that would mean would be for example, we would have like, these are the approved plumbers and we've reported all of them as working for us. So those would be the approved plumbers that we could call if anything happened. So that's just to give you an example. I commend Deb. It's a lot of work and we're working on it right now. A lot of training involved in it, but I'm happy to say that going forward we're going to be fully compliant the way that we need to be.

MR. SHARRIN: Very good.

MS SCHATOFF: I would say that the rest of pre Corona is found in my Director's report. So if anybody has any questions about anything that appeared in the Director's report if you could ask them now and then I'll go into my post Corona report. So does anybody have any questions about anything else in the Director's Report?

DR. VAN WYNEN: I do, it's Liz. What happened to the old copy machine that was replaced and how much was that?

MS SCHATOFF: So, it's not an adjustment to any of our contracts. What we're really looking at is we're looking for the energy and cost savings involved in coordinating and really streamlining all of our copying. So the copy company . . . The public copiers that we have we

don't pay for so it's in their best interest to have many, many, many of their copiers here, because they take all the income from them. For us, the public copy machine, such as the copy machine in the lobby, we really didn't see there being a large benefit. In fact, it ended up being a disruption to staff in that if people had questions or whatever, they would come in to the Circulation staff for help with the copying. So we moved machines around. It's not an alteration to the contract in any way. I'm very sensitive to fact that we have a five year contract and the five year contract is going to be up very soon so we're not renewing at this point. We did not make any changes to the contract. We just moved around some machines and gave some things back that weren't under contract.

DR. VAN WYNEN: OK that sounds very good. I appreciate your explanation, and I thank you for that. And kudos also, while I have the floor, kudos to Emily Dowie with her proposal to the New York Library Association and also, I think it's John with his work with the Learning Lab and the seniors and adults and how much attention those programs have generated, and I'd love to have those things continue along with the people who have learning disabilities. I think all of those are fantastic programs. I'm just saddened that the Corona virus right now has preempted so many of the good things that we do. So kudos to you and your staff for keeping the pre Corona things you need to do. Thank you.

MR. SHARRIN: Thank you, Liz.

MS SCHATOFF: Yes, so we are certainly very proud of Emily. It's a big deal. We think it's very important to promote and support librarians who are early on in their career in becoming more active at the regional, state and national levels. We're very excited that her proposal was accepted and certainly this ongoing grant that we have with the Learning Lab, we've actually looked for ways to continue it through volunteers when the session is over. So that program is actually going to continue, which we are also very excited about so kudos to John for that. So in terms of my, I would say, my post Corona report, so first of all I want to say that I don't think that anybody or any organization can truly be prepared for what we went through and what we continue to go through and what we're enduring. But I will say that as a whole, that the way in which we handled it and the preparations and forward thought involved in planning for ultimate closure -- those were discussions that we were having right from the beginning. And so, we found ourselves in the position, with our peer libraries, where we were on the forefront of making decisions. So to give you an example, the Head of Youth Services, Jennifer Daddio, she sent me an email Tuesday, the prior week, when it just started hitting in Westchester, and she said to me "Did you know in Westchester they're stopping all courier bins, they're stopping all interlibrary loans?" And so, I took her email and I automatically emailed the entire library system, all the directors and wanted to know what does everybody think about this, what does everybody doing? And the response was "Oh well, it's not that bad yet, we'll see how it goes." And so we made the decision within a day or two of that to ultimately suspend all courier service and interlibrary loans. And we were one of the first libraries to actually do that. So I think it just speaks to the mindset that we all had that we had to plan for the potential inevitability of the library closing. And so from an administrative perspective, having all those pieces in place so that we could ultimately deploy the entire workforce into a working from home model, having all of the procedures written out and set up for people, having those check in meetings where we were figuring out OK if we're closed to the public, what kind of work can we continue to do through closures at home. We were having those conversations, and I'm just so incredibly pleased and proud of the staff with how they handled it, and how willing they were to step up

and continue to contribute through this really kind of tumultuous time. From the administrative perspective, there are certain things we have to consider, so an example would be that at this point, we probably . . . I'm writing, right now, five or six policies that we're going to need to put into play and have approved as soon as possible, one of which is the Pandemic Policy for tonight. There are also a lot of safeguards that we are being urged to put into place. So for example, we're going to have to approve a policy wherein the Board is temporarily suspending the typical avenue to pay out vendors and we're going to go to an online model where with the proper approvals we're paying directly from our checking account, not our large account, but our checking account. So there are still directives coming down at the state level, at the system level, at the local level, where we are being instructed to continue to tamp down. So I understand the positivity and optimism of hoping that this is over in a week or two, but that's not how we're being told to plan. I'm telling you that right now because the way in which we're being instructed to plan is really verging on a month to month scenario, and there's a lot that is involved in planning for that long.

So post Corona, during Corona, we've all been working really hard. If you have not yet . . . PRPL from Home. If you haven't checked it out yet . . . So PRPL from Home, we have this dynamic staff that is putting together daily content and posts, and we're updating the website. Our YouTube channel is flourishing. We're all contributing. Starting this week, I'm going to be contributing. It's this idea that we want to remain tuned into our community. We want to continue to engage with them and interact with them and show them that not only are we here for them, but that we're a part of their lives and so that's something that everybody has actively been working towards. It's interesting how in such time of tumult, something really beautiful can come out of it. So I see that PRPL from Home, this whole brand new initiative that we started as being a really positive outcome of all of this that we've been going through. So yes, there's a lot going on, a lot going on right now.

MR. SHARRIN: Thank you Eugenia. Thank you for your leadership, your stewardship and your foresight. And rallying everybody to do what's being done. It's one thing to do it, but I've been talking to you, not daily, but we've been talking a few times a week, and it's just a tremendous thing of what you and the whole library staff is doing, so really, thank you so much. Yes, PRPL from Home at pearlriverlibrary.org for anybody listening. You go there and then there be right there PRPL from Home. (SHOWS LAPTOP TO CAMERA). Can you see that? So that's where that is. Very good.

MS SCHATOFF: So it looks like Donna was first with the comment.

MRS. WARREN: Yes, I just wanted to say that I've looked at the website. I'm very impressed with what you've done. Kudos to you and the entire staff. Thank you. I'm just curious. Can you see if people are logging on? Is that something that you can . . .

MS SCHATOFF: Yes, absolutely. So just to give you an example, one of the initial . . . some of the videos have had hundreds of views already. We just posted this morning a Song and a Story Time with Sarah, one of our children's librarians and within minutes, there were moms responding, Oh my little so-and-so misses Miss Sarah so much. It's so nice to see her. And there naming their children by name.

MRS. WARREN: That's so good, especially with the kids. They need something that's normal, that's everyday to them and to see that and see face that they love is so important right now. So, thank you very, very much. Good job!

DR. VAN WYNEN: This is Liz. May I just say on a personal note, my niece and my nephew, who are twins, they're five years old. I told my sister and my niece about them, and they are in love with watching all the stuff on the YouTube and on the Library site so I wanted to say thank you, thank you, thank you from my family. I've watched a lot of things on the Home and it's a very wonderful website and programs that are really helping people in this time of need. So we all thank you very much and please thank the staff for their creativity and their patience and they're doing something wonderful for the community. Thank you.

MS SCHATOFF: Thank you. And I would add, it was very important to us to continue through our closure. That was . . . it was a theme throughout every conversation that we had wherein the staff recognized, Listen, we know that it's indefinite, we don't know when we're going to be open, reopen, but we know that we want to continue to give to our community. And so, it's an adventure. Every week is different as we're navigating these new waters. But it's also because of technology nowadays, I would say that we're probably, as a group, essential personnel are probably in more contact than we've ever been before. Because the number of text message, Google hangout meetings and emails, you can see that people are concerned and they want Pearl River Public Library to shine. So thank you all for your kind words and I will certainly share it with the staff. Everybody's been working very hard.

MR. SHARRIN: Very good. Thank you. Does anybody have any questions regarding the Director's Report? I'll go round. Bill, any questions? Donna, any questions?

MRS. WARREN: I'm good.

MR. MORRIS: No questions from me.

MR. SHARRIN: OK, then Liz, any questions from you?

DR. VAN WYNEN: No, I've asked mine. Thank you so much.

MR. SHARRIN: OK, so then we move on. I don't think there's any Old Business, so we can go, we have . . . Committee Reports say see the Director's Report. Are there any Committee Reports for this month?

MS SCHATOFF: I would just state that the last Committee meeting that we had ended up being a full board meeting. That was supposed to be a Finance Committee meeting and so the Finance Committee has met, at this point I want to say three or four times, to work on the next fiscal year budget. So they are going to be presenting tonight, but also on Monday, their committee meeting kind of became an Ad Hoc Committee Meeting/Finance Committee meeting. Construction management contracts were discussed. The one thing that I would add that I would add that did not make it into my Director's Report because I just received it today. I'm receiving estimates for the rental services for the summer. So that is something that we are going to discuss and vote on prior to the next board meeting and so that would be something that certainly, even if we're not sure when we're going to reopen, we could approve, pending our reopening.

MR. SHARRIN: OK. Is that going to be on the Agenda tonight or is that for a future meeting?

MS SCHATOFF: That is something that needs to be voted on prior to the next meeting, so we probably should schedule a Building & Grounds meeting.

MR. SHARRIN: OK, very good. So we will do that. Let's start off with Building & Grounds. We have no other . . . we'll schedule this later on unless you'd like to schedule very quickly now?

MS SCHATOFF: I would like to schedule it now in order just to keep things timely.

MR. SHARRIN: OK, very good. Donna, Bill? Eugenia?

MR. MORRIS: I think that's actually Marie.

MRS. WARREN: Yes, I'm not Buildings & Grounds.

MR. MORRIS: It's Marie and me.

MR. SHARRIN: OK and Marie is not online. So you're going to have to check with Marie unless she's online and we just not catching her.

MR. MORRIS: Are you looking at next Monday or Tuesday evening?

MS SCHATOFF: Yes, that would be great.

MR. MORRIS: OK, so maybe you can get ahold of Marie and see if that works for her?

MS SCHATOFF: So that's the 30th and the 31st. Would a 5:30 work for you?

MR. MORRIS: Yes.

MS SCHATOFF: OK, excellent. So I'll put down those two dates and then I'll reach out to Marie.

MR. MORRIS: OK, thanks.

MR. SHARRIN: Very good, thank you. OK, the next one is the Policy Committee. Did you guys meet at all?

MRS. WARREN: We did not.

MR. SHARRIN: OK, Finance?

MS SCHATOFF: Excuse me, sorry. I would like to add that because we're in the process of writing very, very important policies that need to be written and approved very quickly, I think errors in the Pandemic Policy. So can we schedule that Donna and Liz?

MRS. WARREN: Yes.

DR. VAN WYNEN: Yes, we could.

MRS. WARREN: I'm pretty much around. The kids are home, so tell me what works for you guys.

DR. VAN WYNEN: Do we want to do it sometime this week?

MS SCHATOFF: I could do it; I'm open all day Friday.

MRS. WARREN: OK

DR. VAN WYNEN: OK with me.

MS SCHATOFF: So what time?

MRS. WARREN: How about 10:00AM on Friday? Does that work?

MS SCHATOFF: Perfect. So I will send out a meeting invite through Zoom meeting.

DR. VAN WYNEN: Alright, we'll do one of these meetings then for that?

MS SCHATOFF: Yes.

DR. VAN WYNEN: This type?

MS SCHATOFF: Absolutely.

DR. VAN WYNEN: OK

MRS. WARREN: Sounds good.

DR. VAN WYNEN: Thank you.

MR. SHARRIN: OK, Finance.

DR. VAN WYNEN: Bill, do you want to go ahead?

MR. SHARRIN: So Finance would be . . . who's going to present?

DR. VAN WYNEN: I don't mind. Anything.

MR. MORRIS: OK, I can go through it. As Eugenia said at the beginning, we met at least four times to talk about next year's budget. I think we've come to a good compromise. It's higher than what we'd like it to be, but it's what we need to keep the library running and make sure the mechanical systems will be working while we figure out . . . while we finalize plans for doing

capital improvements. So the budget is in the Board Packets, and the recommended is 8.5% for the tax levy increase, and I think that's reasonable.

MR. SHARRIN: Would you say that again?

MR. MORRIS: It's 8.5%, the tax levy increase in the Board package. I know that as we were talking about this, we actually had three people on the Finance Committee, the president and the two members of the Finance Committee and we were all in different places on this, but I think we came to a compromise that works for all of us. Liz, please.

DR. VAN WYNEN: Yes.

MR. SHARRIN: 8.5 not 8.96, not 9?

MR. MORRIS: No, I'm looking at the one that came in the Board package. It looks like the Director and Deb were able to knock it down a little bit.

MRS. MCDERMOTT: Well the 8.96 is actually the total income increase; the 8.5 is just the tax levy.

MR. SHARRIN: OK, OK, thank you.

MR. MORRIS: That's fine.

MR. SHARRIN: Thank you, that's the difference. And the extra .46 is the PILOTs?

MRS. MCDERMOTT: Yes, the PILOTs and overdue fines.

MR. SHARRIN: OK

MR. MORRIS: Liz, did you have anything you wanted to say about it.

DR. VAN WYNEN: No, I was glad to see the 8.5%. I still remain concerned with such a high rate for our community, and especially now even more so, but I'm willing to go along with this because we do have major expenses. As the library building has aged, unfortunately, major compartments of the building are in irreparable repair. They're deplorable in the sense of the HVAC and the air conditioning and that would become a really huge expense to replace that. What we're trying to do is provide a temperature that agrees with all people and agrees with the season. So unfortunately, to do that, we have to rent the equipment to keep it going for another year. Because with the plans for the future, we have other things in mind, and for the safety of this coming summer, if we're ever allowed back, we have to spend this money. And, unfortunately, it is quite costly. So therefore, I am in support of the budget, as it is now, with an 8.5% tax levy and the 8.96 percentage. Does everybody else want to . . . ? You know, this is the time to comment, if anybody else has anything to say.

MR. SHARRIN: Donna, do you have anything?

MRS. WARREN: I don't think so. I know we have to do I, unfortunately, for the same reasons that Liz just spoke about. I don't see any other way around it to make sure that we keep the doors open and running and not cut anything, like programming, that people wouldn't want to see cut. So, I'm in agreement that we go ahead.

MR. SHARRIN: OK, and the only question I would have, Eugenia, is depending upon how long this goes for:

- 1) Will they be able to get this to the building, and
- 2) Would we need to keep the building cool anyway, if we had to keep it closed, worst case scenario, throughout the summer, I would imagine we need to keep it cool in order to keep our books and equipment from degrading to a point where we'd have to replace our whole collection?

MS SCHATOFF: So the issue that we would have is that even if the building were to remain closed to the public over the summer months, because we have that overwhelming humidity issue within the building, if we did not have air properly circulating, properly being dehumidified, I would have grave concerns about the vents and ductwork, the mold living within the books. We would need some system in place, and perhaps the potential exists for a cheaper system. I'm not even sure if that's possible. Perhaps there's a cheaper system if we don't care if it's loud or if we don't care if it runs off diesel – no, I'm just kidding. But perhaps there is a cheaper system if we are not as concerned with the public being in the building. I'm not sure if that's the case, but, in any event, I think that it would still be important for us to maintain cooling just to keep . . . to dry out the air within the building, that ongoing humidity issue.

MR. SHARRIN: Thank you. That's what I thought. Thank you for just corroborating my thoughts. OK, if there's no other questions, no other discussion, I'd like to call a vote. So if somebody would make a motion to accept . . .

MS SCHATOFF: Not yet. We're in committee reports.

MR. SHARRIN: Oh, we're still in committee reports, so this is later. OK, it's not listed.

MS SCHATOFF: It's under new business.

MR. SHARRIN: There it is. Got it, got it. Thank you. Sorry about that. OK, moving on to Personnel, are there any Personnel issues or was there a Personnel meeting?

MS SCHATOFF: No, nothing

MR. SHARRIN: OK, that's the Personnel Committee Up to Personnel.

MS SCHATOFF: No changes.

MR. SHARRIN: No changes. OK, very good. So now we're in New Business. I almost want to jump to line c so I could keep my prior thought going. And actually, if we could, since we've had our discussions and we're ready to vote, I'd like to move Item (c) up to the top so we can get that voted on, approve it and then we'll move down to the rest of the New Business. So with that

said, if somebody would like to make a motion to adopt a resolution to approve the 2020-2021 budget?

MR. MORRIS: I can do that. I make a motion to adopt the 2020-2021 Budget as described in this document.

MR. SHARRIN: Thank you. Do I hear a second?

MR. MORRIS: You're muted Liz.

MRS. WARREN: Liz is seconding.

DR. VAN WYNEN: I've got it.

MR. SHARRIN: Thank you, Liz. All in favor?

MRS. WARREN: Aye

DR. VAN WYNEN: Aye

MR. MORRIS: Aye

MR. SHARRIN: Any opposed? Any abstained? Very good, so the 2020-2021 has passed. I would like to now go to Item (a), Resolution to suspend Section 9 of the ByLaws, and I actually have the ByLaws here so I can read what Section 9 is very quickly so we know exactly what we are doing. Hold on, getting there . . . Section 9 states:

POLICIES – Policies, revised or adopted by the Board shall have two (2) readings. The first when they are introduced to the Board by the appropriate committee at a regular or special meeting. The second reading shall be after the policy or policies have been placed in the recorded DRAFT minutes on the Library's website prior to the next Board meeting. Once the policy or policies have been reviewed with or without changes and adopted by the Board they shall be kept in a separate Policy Manual. Copies of the Policy Manual will be kept at each public service desk. Policies will be reviewed annually and revised as needed.

So we would to suspend the need to have a second reading of the ByLaws for a policy that we are bringing up in Item (b). So the resolution is . . . I don't actually have it written out, do I have it written out?

MS SCHATOFF: Yes, number 28.

MR. SHARRIN: Resolved, that the Board of Trustees of the Pearl River Public Library approves the one time suspension of Section 9 of the By-Laws requiring two readings of policies revised or adopted by the Board. May I have a motion or I can actually make this motion. So I move to accept this Resolution to Suspend Section 9 of the ByLaws.

DR. VAN WYNEN: I'll second it.

MR. SHARRIN: OK, seconded by Liz. All in favor?

MRS. WARREN: Aye
DR. VAN WYNEN: Aye
MR. SHARRIN: Aye

MR. MORRIS: Wait, can we have discussion?

MR. SHARRIN: Yes, of course. I'm sorry. Any discussion? You're absolutely right, Bill.

MS SCHATOFF: So, can I speak to the recommendation? We are in the process . . . we have this Pandemic Policy tonight. I have like six other policies that I'm working on and we're in the position where we're being forced to be reactive. And so there are all these policies that we have to put in place that did not exist heretofore. We need them in place to limit liability, for transparency and clarity so that was why I asked that we move ahead with this, specifically the Pandemic Policy which you reviewed for tonight's meeting. Everything in that policy is either direct language from our library system or it is the actual procedure that we are following today. And so, we're in a position where we are, unfortunately, being reactive to circumstances beyond our control and that was why I had asked to make the recommendation that we proceed this way so that we can limit our liability and really be clear on how we are proceeding in these tumultuous times. So I just wanted to give you some background, so thank you both for letting me jump in.

MR. SHARRIN: OK, Bill, question?

MR. MORRIS: So are we speaking about the both Disaster Policy and the . . . the Disaster Plan rather and the Pandemic Plan?

MR. SHARRIN: They're one and the same.

MS SCHATOFF: We actually have an existing Disaster Plan that has other things, it has like Fire. So this is a different section of that existing Disaster Plan.

MR. MORRIS: I just not 100% comfortable with us voting on this without having had some discussion on the various components.

MR. SHARRIN: Well, we'll do that, Bill. But what we . . .

MR. MORRIS: It's a rather voluminous policy.

MR. SHARRIN: Right.

MRS. WARREN: But aren't we just voting on the suspension of Section 9 right now? We're not actually voting on the Policy.

MR. SHARRIN: That's right, so Bill . . .

MR. MORRIS: That's true. That's fine.

MR. SHARRIN: So we have to suspend Section 9 in order to . . . We can discuss the policy, but if we were to come to a vote tonight, the policy either we pass it or we don't pass it, we can't do that without the suspension of Section 9. So with the motion on the table, do you have any more questions?

MR. MORRIS: No.

MR. SHARRIN: OK, very good. So if there is no more discussion, all in favor of one time suspension of Section 9 requiring two readings?

MR. MORRIS: Aye

MRS. WARREN: Aye

MR. SHARRIN: Aye, and Liz?

DR. VAN WYNEN: Aye

MR. SHARRIN: Very good, thank you. Any opposed? None opposed. Any abstained? None abstained. Very good. So that passes.

The next item on the plan is the resolution to adopt the Disaster Plan, Pandemic Section. So if I understand it correctly, I want to read the resolution, we'll make a motion for it, then we'll have our discussion, and then we'll vote. So I'm going to make a motion for the following resolution to be approved by the Board of Trustees on today, March 23, 2020.

WHEREAS on March 7, 2020, the Governor of the State of New York issued Executive Order 202 declaring a state disaster emergency; and

WHEREAS, as a result of the world-wide pandemic underlying the state disaster emergency, the library may need to close, reduce hours, or reduce staff reporting for duty; and

WHEREAS, the board has duly reviewed the public safety and budget considerations of reducing operations and continuing regular pay during the state of emergency; and

WHEREAS, the board recognizes that to best serve its area of service and protect the health of the community and its employees, employees may need to be directed to report to work at the library, to work remotely, or to be on-call but not report to work during routine hours; and

WHEREAS, the library is a community resource for critical information at this time, and must remain ready to respond to community needs as is within its capacity and budget;

BE IT RESOLVED that the board adopts the attached policy "Disaster Plan - Pandemic" and

BE IT FURTHER RESOLVED that the board shall continue to compensate full and part-time staff as allowed by law and provided by said policy; and

BE IT FURTHER RESOLVED that the library director and the President of the board shall maintain ongoing communication and monitor the best approach to address safety and operational concerns, and shall inform the full board of the same; and

BE IT FURTHER RESOLVED that the board shall reconvene on an ongoing as needed basis in light of what may be needed for the community and the library to recover from

the state of emergency and return to normal operations, complying with all changes to Open Meetings Law regarding meeting recording, minutes, notice, and public attendance.

Period. That is the resolution, and that is the motion. Do I have a second to the motion?

DR. VAN WYNEN: What about the discussion part?

MR. MORRIS: Once we have a second.

MR. SHARRIN: So you make a motion, then you have a second, then you have discussion before the vote, following *Robert's*.

MRS. COURTNEY: Are you making the motion, Eric?

MR. SHARRIN: I just made the motion, yes. I need a second.

MRS. WARREN: Alright, I'll second.

MR. SHARRIN: Thank you, Donna. OK, the floor is open to discussion.

DR. VAN WYNEN: OK, this is Liz. I had carefully gone through the Pandemic Policy that was sent to us and there are a lot of corrections that need to be done in the document, and I scanned that document.

MR. SHARRIN: Yes, if I could respond to that, Liz.

DR. VAN WYNEN: Wait, let me just finish my sentence. I scanned it to yourself, I scanned it to Wendy, and I scanned it to Eugenia, because I did not want to take up a lot of time at the meeting tonight, and the Policy Committee needs to go through it to make sure it's full and organized, before it can get sent out for approval. That's my opinion, and that's what I believe was to happen. Eugenia, do you want to . . .

MR. SHARRIN: OK, thank you, Liz. Actually, Liz, I would like to comment on that. Thank you. So I have been speaking to Eugenia and I reviewed all your notes on this. They were very good. We have, as Eugenia mentioned, we are reacting to something which nobody foresaw. Well a few movie directors may have foreseen, but in our wildest thoughts, we never thought we would be going through something like this. And so, part of this plan and this policy came through being sent to us from RCLS and there's other stuff that we're actually doing. And, as Eugenia mentioned, we need to have a policy in place to keep us, I'll let her fill in the words that she exactly used. And, it's my recommendation that we pass this policy, and also that the Policy Committee takes this policy so we can have something in place. I'm recommending that we pass this so we have something in place, and we have a working policy. I recommend the Policy Committee takes this, reviews it, and we can have, if we have to, we can have an Emergency Meeting to have a one time reading so we get a second reading by the next Board meeting, we can do that so there will be two readings proper

MR. MORRIS: Liz, if I could just . . . Eric, we don't need the two . . . Can you hang on just one second?

MR. SHARRIN: Just to finish my thought, Bill.

MR. MORRIS: I know, but you talked in the beginning and Liz talked extensively. I'd like to say something.

MR. SHARRIN: I'm giving you the floor.

MR. MORRIS: Go ahead.

MR. SHARRIN: Go ahead, I just gave you my floor. You asked me to speak.

MR. MORRIS: OK, I think that the Policy Committee is scheduled to meet on Friday. Aren't they?

DR. VAN WYNEN: Yes.

MR. MORRIS: And I think that they . . . I don't want to adopt a policy that needs a ton of amendments when we can have another meeting like this next Monday or Tuesday and successfully adopt this policy without it being . . .

MS SCHATOFF: Can I just interject for one moment. The real issue in terms of not having a policy is that if you don't have a policy in place, specifically when you are dealing with personnel and issues of compensation, it becomes a gray area. And so not having a policy in place, we can certainly have what is in practice right now and what is being encouraged. But most of Liz's edits were more formatting in nature because it was a boilerplate policy from the library system. It wasn't specifically content related. It was more having to do with certain repetition of specific language, or the formatting in terms of how many spaces were between things. So, I really have to . . . you know, we put it together as quickly as possible, and I can certainly continue to run the library without a policy in place, but it puts you in a position where there's a lack of transparency and a lack of written support of actions that you take.

MR. MORRIS: I can see that . . .

DR. VAN WYNEN: Can I make a suggestion? That my goal was to have us adopt it with the note that it will be corrected. Oftentimes, like when Wendy's minutes have to be corrected, we accept with correction. I think that . . .

MR. SHARRIN: Thank you.

DR. VAN WYNEN: that would be helpful for us tonight. That we would accept it and do the corrections as Eugenia said. If it's formatting . . .

MR. SHARRIN: Thank you, Liz. I'm sorry to cut you off. I just want to get . . . Liz, I'm sorry to cut you off, but Bill still had the floor. He wasn't finished with his thought, so I apologize. Bill, you continue to have the floor.

MR. MORRIS: If you, and Liz and Donna, Donna and Liz, in particular, as they are the Policy Committee, are comfortable with going about it this way and feel that substantively it will be largely the same, then we can look at it again and adopt an adjusted version at the next board meeting, then I'm fine with that. I'll take their judgement on it.

MR. SHARRIN: OK, thank you. And once again, Liz, I'm sorry to have interrupted you. I just wanted to make sure Bill had finished his thoughts.

MS SCHATOFF: And Donna wants to say something.

MR. SHARRIN: Donna, would you like to say something?

MRS. WARREN: Yes, I was just going to say, I haven't seen Liz's updates. I'm sure they are great . .

DR. VAN WYNEN: I'll send it to you tonight.

MRS. WARREN: OK, but if there . . . Bill, what you're saying makes sense to me as well. If it's going to be largely the same, it looks like we're covering a lot of the areas that we would be discussing. We might tweak a little bit here and there, but if it's better to have something in place, and then tweak a little, maybe we should take the route. I'm OK with that.

MR. MORRIS: Yes.

MR. SHARRIN: OK

MRS. WARREN: So, I'm OK with adopting it tonight, having our meeting on Friday, going through with little tweaks, then maybe next week updating if we need to.

MR. SHARRIN: Very good.

MR. MORRIS: OK, I can go with that.

MR. SHARRIN: OK, very good. Thank you, thank you. OK, and Liz, I'm sorry to interrupt, do you have anything else to add?

DR. VAN WYNEN: Not at this time, thank you.

MS SCHATOFF: And I wanted to thank Liz, because the rigor with which she reviewed it. There are some little tweaks that need to be made, really primarily formatting, not content-wise. And so I appreciate the time that she spent. Because we're going to need to continue with that because there's so many policies in the works now. We're definitely going to need her to help with those as well.

MR. SHARRIN: OK and Eugenia just took the words out of my mouth, so I'm just going to say ditto, so I don't repeat it all.

DR. VAN WYNEN: My pleasure. OK, I'll say ditto too.

MR. SHARRIN: OK, so on that note, if there's no more discussion, I'd like to call a vote on the resolution to adopt Pandemic Section of the Disaster Plan. All in favor?

MRS. WARREN: Aye

MR. MORRIS: Aye

DR. VAN WYNEN: Aye

MR. SHARRIN: Aye. Any opposed? None. Any abstained? None. So the resolution passes, and I look forward to seeing the next iteration of it. As we move in this time, these things are going to have to be updated. They may need to be updated, who knows, on a monthly basis or hopefully not . .

MRS. WARREN: Yes, based on what's happening

MR. SHARRIN: Things are happening so quickly and changing so quickly that we need to be staying in touch. We signed up for this probably being once a month and it's maybe once a week now. But if we can do it like this, it makes it a lot easier than having to travel. And I talked too much on that point and thank you all for listening.

Item (d) is the resolution to award the construction management contract. So if I

DR. VAN WYNEN (background to Quentin Van Wynen) I don't think they can . . .

MS SCHATOFF: We can hear you, Liz.

DR. VAN WYNEN: OK, because my screen is gone again. I don't know what's going on.

MS SCHATOFF: We can see you and we can hear you.

DR. VAN WYNEN: Oh, OK.

MR. SHARRIN: Liz, what happens is sometimes if it stops for a second, the technology is such that people will disappear from your screen and then they will reappear on the screen.

DR. VAN WYNEN: Alright, Well, I hope you all reappear on my screen.

MR. SHARRIN: But, if you can hear us, that's the important part.

DR. VAN WYNEN: Yes, and you can hear me?

MS SCHATOFF: Yes

MR. MORRIS: And we can see you.

MR. SHARRIN: We can hear you and see you.

DR. VAN WYNEN: Thank you, thank you.

MR. SHARRIN: Very good. Thanks. OK, so looking for this. This I'm going to hand over to Donna and Bill regarding this resolution, if I may?

MRS. WARREN: OK, so last meeting, I'm sorry. Bill did you want to go ahead?

MR. MORRIS: No, I want you to go.

MRS. WARREN: OK. So last meeting, we had discussed . . . Well we had met with two construction management companies, both Savin and Calgi. We were recommending that we go with Calgi for construction management contract based on our meetings with them. I'm not sure we should . . . We don't need to go through everything we went through in the last meeting, but that was our recommendation based on the Ad Hoc meeting we had.

MR. MORRIS: Should she make the motion, Eric?

MR. SHARRIN: She should. I'm looking for the actual resolution. Is it a page number?

MR. MORRIS: No.

DR. VAN WYNEN: It wasn't in my packet.

MR. MORRIS: You have to make it up, Donna.

MRS. WARREN: OK

MR. SHARRIN: Resolved, whereas . . . Resolved, the Board of Trustees of the Pearl River Public Library approves

MRS. WARREN: the hiring of Calgi as construction management.

MRS. COURTNEY: Excuse me. I was going to correct that to awards the contract

MRS. WARREN: that we aware the contract to Calgi for construction management

MR. SHARRIN: Now, if I may add to that a little bit. Just as we're doing all sorts of planning for this, to make sure that this award is going to be based in sections with possibilities, such as we're going to have the pre . . . Actually you know what, because we going to creating the policy and correct me if I'm wrong here Wendy or Eugenia as I speak . . .

MS SCHATOFF: Eric, we can't see you.

MR. SHARRIN: OK, can you see me?

MR. MORRIS: We can see you now.

MR. SHARRIN: OK, there'll be multiple parts of this contract. We're going to have a pre-referendum, we then have to go to the referendum and have a vote. And depending on how the vote goes, we may or may not do this. We may have changes. So I had a discussion earlier with

Eugenia and with the architect and there's . . . Eugenia, if you could speak a little bit to this? I'm just wondering does this needs to be spelled out in the resolution or in the contract.

MS SCHATOFF: Yes, I think that when we're awarding the contract, we're saying that we're awarding the contract to Calgi for construction management and that's fine. I think, separate from that, we need to have the Ad Hoc Committee meet to discuss the timeline, the capital campaign, and the impending vote. We need to all kind of take stock of our benchmarks and the timeline and where we are to date with everything. So with that committee has not checked in, in a while. I think we're at the point where that committee needs to meet again and start checking in regularly.

MR. SHARRIN: So that would be Liz and Bill. And that's to determine the best path forward and the logistics and the practicality of our timelines. OK, so we don't have to throw everything I said in there, and I apologize for interrupting you, Donna. If you could go on with the resolution?

DR. VAN WYNEN: Can I ask? I just have a question. I know that you said that there were four contractors that submitted their proposal and you selected down to these two, Savin and Calgi. I'm wondering, did the other two give you any ballpark figures for what they were going to charge?

MS SCHATOFF: Yes, we received full proposals from all of them. We had six companies come for the walkthrough, and only four companies made deadline for submitting their proposal and each proposal probably that thick and includes every aspect of project management, timelines. They were all bidding for the same exact construction schedule. So then those four that we actually received the bids for in a timely manner, the Committee and myself rated them after a long discussion about their attributes. The RFP specifically stated that there were four considerations that we were taking into account. So we were taking into account their knowledge of the region, their prior experience with a similarly sized or public library projects. We were also taking into account their referrals or previous relationships or recommendations that people have of them. So using that scoring system, that was how we determined . . . That scoring system as detailed in the actual Request for Proposal. We then scored all of the four proposals that we received. The top two were the ones that we brought in for physical the interviews, because the fourth qualifying term was how they performed in an interview. And so, the company that we ultimately ended up choosing, we felt, and the Committee can certainly chime in, we felt that they presented most strongly in all of those categories.

MR. SHARRIN: If I could just add on to that Eugenia, this was all discussed at the March 16 meeting.

DR. VAN WYNEN: Well, I've now formulated another question and I'm wondering what the charges of the other two companies

MR. SHARRIN: Liz, Liz ?

DR. VAN WYNEN: I just want a ballpark

MR. SHARRIN: If I may just say for a second and correct me if I'm wrong. I'm just trying to follow *Robert's Rules*. So do we do the discussion right now or do we make the resolution a motion, a second and then have the discussion? That's all I'm trying to do. Figure out the correct.

MR. MORRIS: Well, let's get past that. I'll second the motion that Donna made.

MR. SHARRIN: OK

MR. MORRIS: That solves that problem.

MR. SHARRIN: OK, very good. Thank you, Bill. So go ahead Liz. Ask the question.

MS SCHATOFF: Can I interject that in terms of pricing, obviously trying to do our . . . you doing your fiduciary responsibility, not only did Calgi outperform the others, but they were also the lowest bid, so we did follow bidding rules in that sense.

DR. VAN WYNEN: OK, that's helpful to me and by any chance did Triton? Was Triton one of the two?

MS SCHATOFF: No.

DR. VAN WYNEN: OK. Alright. Thank you.

MR. SHARRIN: Thank you, Liz. OK, so is there any other discussion on the resolution to award the construction management contract?

MR. MORRIS: No, call the vote.

MR. SHARRIN: OK, I call the vote. All in favor of awarding the contract to Calgi?

MRS. WARREN: Aye

MR. MORRIS: Aye

DR. VAN WYNEN: Aye

MR. SHARRIN: Aye. Everybody? OK. Any opposed? And none abstained. Thank you, all.

MR. MORRIS: Thank you.

MRS. WARREN: Thank you.

MR. SHARRIN: Correspondence. Do we have any correspondence?

MS SCHATOFF: No.

MR. SHARRIN: Is there any call for Executive Session?

MS SCHATOFF: No.

MR. SHARRIN: OK. Well the next item on the Agenda is the Adjournment.

MR. MORRIS: I make a motion to adjourn.

MRS. WARREN: I second.

MS SCHATOFF: I just want to say . . .

MR. SHARRIN: Do you want to have a discussion?

MS SCHATOFF: Can I briefly just say . . . so we actually have 11 attendees.

MR. SHARRIN: Fantastic!

MS SCHATOFF: So the largest number of attendees we've ever had at any of the meeting so in spite of Corona, we're having a lot of public attendance; so eleven. So I just wanted to share that.

MR. MORRIS: Thank you.

DR. VAN WYNEN: Thank you to the public who have come.

MRS. WARREN: Thank you.

MR. SHARRIN: Everybody, I want to say, please stay safe.

MRS. COURTNEY: Who seconded that motion? Bill made it; who seconded the motion to adjourn?

MR. SHARRIN: That was Donna.

MRS. COURTNEY: Thank you.

MR. SHARRIN: Thank you all for attending. Thank the public for attending, and everybody, please, please, stay safe. Stay away, practice social distancing, if you've got to go out and go shopping and get supplies and stuff. Enjoy the time with your family if you are spending such time with them. And if not, you can come and enjoy time with my family. But you can't, you can't. I'm sorry. Anyway, thank you all until next time. Our next meeting is going to be scheduled for

MR. MORRIS: April 27.

MR. SHARRIN: Is on April 27. Thank you. Bye, bye now.

MR. MORRIS: Thanks everybody.

MRS. WARREN: Goodnight everyone.

DR. VAN WYNEN: Goodnight everyone.

MRS. MCDERMOTT: Bye.