
PRESENT
Chris Mirrione
Jeff Nutting
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Tori Payne
Lin Macholz
Pat Rapp

The meeting was called to order at 6:40 p.m. by Chris Mirrione, President. Technical issues related to streaming the meeting to Facebook caused a slight delay to the start time of the meeting.

REVIEW OF AGENDA

There were no changes to the agenda.

PREVIOUS MINUTES

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to approve the minutes from the March 10, 2020 Board meeting.
Motion carried unanimously.

A motion was made by Liz King and seconded by Dave Giambattista to approve the minutes from the March 15, 2020 Special Board meeting.
Motion carried unanimously.

TREASURER’S REPORT

A motion was made by Jeff Nutting and seconded by Liz King to accept the Treasurer’s Report for February 2020.
Motion carried unanimously.

CLAIMS
A motion was made by Jeff Nutting and seconded by Liz King to approve Claims as follows:

Utilities: $ 6,473.00
Ingram: $ 6,906.17
All Other: $ 31,918.80
Total of all Claims: $ 45,297.97

Motion carried unanimously.
DIRECTOR’S REPORT

Having read Mr. Gouveia’s report, the Board had the following questions.

Mr. Giambattista noted that the circulation number dropped significantly due to the library’s closing. He asked why there was not a big increase in the Overdrive circulation. Mr. Gouveia said this is due to the limited number of items in Overdrive; the physical collection is much larger. Mr. Giambattista stated that he expected to see more use of the website at this time. Mr. Gouveia said the virtual programming on Facebook has been very successful, with huge numbers of people engaged. Storytimes, in particular, have had thousands of views. Mr. Nutting stated that most people likely go to social media rather than the website. Ms. Payne expects April’s numbers to increase. During the first two weeks of the pandemic, people were adapting to change.

Mr. Nutting stated that the virtual content has been fantastic and has been a life saver in his house.

Mr. Mirrione asked about quarantining returned items. Mr. Gouveia has been emptying book drops every day. He puts the books on carts, puts a date on them, and puts them in the community room. There are currently about 21 carts of items waiting to be returned. As information continues to change regarding the length of time the virus remains on paper, having the carts dated will help staff know when to return and shelve the items.

Mr. Nutting asked if continuing education for library staff is free or if the library pays for it. Mr. Gouveia said they have been free, and many of them are available through member organizations like Rochester Regional Library Council. He stated that if a staff member wanted to attend a continuing education class or workshop that incurs a cost, he would consider having the library pay for it if there was a clear benefit.

Mr. Gouveia stated that the past 7 or 8 weeks has been crazy, with things constantly changing. He commended the librarians and the work they are doing with streaming programming. Along with the fantastic work the children’s librarians are doing, Lin has been coordinating job resource webinars, Abby has been holding craft programs, and Carly has been collaborating with a middle school to host teen programming. He said he is proud of them and the excellent job they have done.

COMMITTEE REPORTS

Finance – Mr. Mirrione stated that the committee met to review potential changes to the budget for the upcoming year. They looked at revenues impacted and expenditures, as well as cost shares for MCLS. The committee expects the level of state aid to decrease. While the budget sent to the school district will remain as planned, there may be some internal tweaks to line items.
Personnel – Mr. Giambattista stated that the committee met on April 24, 2020 and reviewed policy changes recommended by HR Works for this year, which consist of 13 changes to the language of existing policies and 4 new policies. The committee recommends removing the suggested “Merit Pay” policy, as this is not relevant to the library. New policies are related to pregnancy, reproductive rights, domestic violence leave, and evacuation of the library.

A motion was made by Jeff Nutting and seconded by Suzanne Stockman to approve the updates to the Employee Handbook, as outlined above. (See attachment.)

Motion carried unanimously.

There was a lengthy discussion on procedures that would need to be in place in order to reopen the library. Mr. Gouveia stated that MCLS has a team in place to review recommendations from the County Health Department and the State.

A motion was made by Jeff Nutting and seconded by Liz King to extend the emergency closing policy, concurrent with the Governor’s order, through June 26, 2020. Motion carried unanimously.

A motion was made by Dave Giambattista and seconded by Suzanne Stockman to change the date of the next Board meeting to Tuesday, May 19, 2020. Motion carried unanimously.

Long Range Planning – No report.

Facilities & Services – Mrs. Stockman stated that meeting on March 26, 2020 was canceled. Mr. Gouveia will let the committee know when he has recommendations on how to reopen the library to the staff and to the public.

PRESIDENT’S COMMENTS

Mr. Mirrione acknowledged that this is a difficult time for everyone. Challenging times are when community resources are needed most, and it is encouraging to see the enthusiasm of the staff as they adjust programming to an online experience. Streaming on Facebook has been well-received, and he has had great feedback on these programs.

Mr. Mirrione also took a moment to remind the public that the Board would love to hear from them. They can go to the library’s website, www.fairportlibrary.org, and click on Contact Us in order to send a message to library staff or to the library Board.
ADJOURNMENT

A motion was made by Liz King and seconded by Jeff Nutting to adjourn at 8:14 p.m. Motion carried unanimously.

Attachments:
Treasurer’s Report – February
Claims Summary
Claims Ingram
Claims Other
Claims Utilities
Employee Handbook Updates

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Pat Rapp, Clerk to the Board