THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE FAIRPORT PUBLIC LIBRARY WAS HELD ON TUESDAY, NOVEMBER 10, 2020. THE MEETING WAS HELD IN PERSON AND STREAMED TO FACEBOOK VIA ZOOM.

PRESENT
Chris Mirrione
Jeff Nutting
Liz King
Suzanne Stockman
Dave Giambattista

OTHERS
Carl Gouveia
Lauren Hinett
Lin Macholz
Pat Rapp

The meeting was called to order at 6:54 p.m. by Liz King, President. The meeting was held in person and streamed live to Facebook via Zoom. Mr. Mirrione was unable to attend in person, and attended through Zoom.

REVIEW OF AGENDA

There were no recusals. Mrs. Stockman asked to add a brief report on the NYLA Conference under her Facilities and Services report.

PREVIOUS MINUTES

A motion was made by Jeff Nutting and seconded by Chris Mirrione to approve the minutes from the October 2020 Board meeting.
Motion carried unanimously.

TREASURER’S REPORTS

A motion was made by Suzanne Stockman and seconded by Dave Giambattista to accept the Treasurer’s Report for September 2020.
Motion carried unanimously.

CLAIMS

A motion was made by Chris Mirrione and seconded by Jeff Nutting to approve Claims as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingram:</td>
<td>$12,361.08</td>
</tr>
<tr>
<td>All Other:</td>
<td>$85,449.94</td>
</tr>
<tr>
<td>Utilities:</td>
<td>$1,940.79</td>
</tr>
<tr>
<td><strong>Total of all Claims:</strong></td>
<td><strong>$99,751.81</strong></td>
</tr>
</tbody>
</table>

Motion carried unanimously.
DIRECTOR’S REPORT

Mrs. Stockman asked about the Workplace Violence Prevention training that was held for the staff. Mr. Gouveia stated that Fairport Police Chief Sam Farina gave a presentation to the staff before the library opened. The presentation covered violence prevention, including signs to watch for and active shooter response. Chief Farina strongly encouraged everyone to reach out to the police if they feel uncomfortable in any situation. Mr. Gouveia expressed his gratitude to Chief Farina for taking time out of his busy day to talk with the staff.

Mr. Mirrione asked about the new Saturday hours. Mr. Gouveia stated that it is going well. The four hours on Saturday is on par with a typical seven-hour weekday. On weekdays, about 250-260 people visit per day; Saturdays are about 240 people. Mr. Gouveia stated that the past two days have been very slow, and it may be due to the county being placed in the “yellow zone” regarding Covid-19.

Mrs. Stockman asked if the Directors meeting with Dr. Vélez de Brown, Deputy Commissioner of Public Health for Monroe County, was in general or library specific. Mr. Gouveia stated that there was some library specific information, including results of REALM which tests how long Covid-19 lasts on a variety of surfaces. Dr. de Brown discussed the quarantine period of library materials, and noted that the virus spreads through air, not by surface contact.

Mr. Giambattista asked about the door counter. Mr. Gouveia stated that Mrs. Hinett and technology librarian Hannah Ralston are working on getting a technician into the library to install additional data lines for the new door counter.

Mr. Nutting thanked the library for supporting and participating in the drive-through trick or treat event that was held by Perinton Recreation and Parks Department.

Mr. Nutting asked what changes would occur if the county were to go from yellow zone to orange or red zone. Mr. Gouveia stated that at the next level he would pull back the seating within the library. At red, he would look at going to hallway pickup only.

Mr. Giambattista asked about the number of patrons per day in relation to the library’s maximum capacity during Covid-19. Mr. Gouveia stated that the library’s maximum capacity during Covid-19 is 150 people at one time. The total of 250 people per day is far below the capacity.

COMMITTEE REPORTS

Finance – Mr. Mirrione stated that the committee has not met.

Personnel – Mr. Giambattista stated that the committee has not meet.

Long Range Planning – Mr. Giambattista stated that he will share information next month.
Facilities & Services – Mrs. Stockman stated that the committee has looked at policies but has not met.

Mrs. Stockman attended the NYLA Conference last Thursday and Friday, as a virtual event. She noted several worthwhile presentations, including “Welcome to Historic Voices,” “Balancing Ethical Issues and Public Libraries,” “Library Law for the Win,” a session on employment law, and “The Lemonade of Crisis Response.” She stated that it was a well done event and all sessions were recorded and available to Trustees.

**NEW BUSINESS**

A motion was made by Dave Giambattista and seconded by Jeff Nutting to approve the Internet Use Policy.
Motion carried unanimously.

Mrs. Stockman stated that, pending Covid-19 restrictions, it may be possible to hold library board meetings at the high school, where the school board meets, in order to admit the public rather than meeting through Zoom.

Mr. Giambattista asked if the fines policy related to the bridge closure had an end date. Ms. Rapp stated that she will verify the wording on the original motion.

**OLD BUSINESS**

A motion was made by Chris Mirrione and seconded by Dave Giambattista to approve the Collection Development Policy.
Motion carried unanimously.

A motion was made by Suzanne Stockman and seconded by Jeff Nutting to approve the Program Development Policy.
Motion carried unanimously.

**PRESIDENT’S COMMENTS**

Ms. King thanked the staff for the work they have been doing. She stated that it is disappointing that the county has moved into a yellow zone. The library has been one of the only places she goes during the pandemic.
ADJOURNMENT

A motion was made by Dave Giambattista and seconded by Chris Mirrione to adjourn at 7:32 p.m.
Motion carried unanimously.

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Pat Rapp, Clerk to the Board