

# Tuckahoe Public Library Board of Trustees Minutes

Wednesday, April 15, 2020

**Call to Order:** 6:30 pm

**In Attendance:** Ginger Crosby, Elaine Garry, Julie Gurdin, Leslie Rohr, Mimi Sanchez, Swadesh Pachnanda (Director), Elaine Provenzano (Librarian)

## Friends of the Library Report

- The membership drive is on hold due to the pandemic. However, patrons can now join via a link [library](#) has added to the newsletters.
- The June concert has been cancelled.

## President's Report

- Minutes: Leslie motioned to approve the February minutes; 2<sup>nd</sup> by Mimi; all in favor.
- March Vouchers: \$3,564.16; Trust & Agency: \$1,270.34
- April Vouchers: \$2,466.03; Trust & Agency: \$995

## Director's Report

- Financial statistics: Swadesh reviewed with the Board the general ledger, expense and revenue control reports.
- Pandemic Response: The library closed on March 16. Swadesh reviewed the steps taken before and after closure including deep cleaning of the library, cancellation of programs, redirection of emails/phones, set-up of virtual meetings and programs and outreach to the schools to enable access to digital databases. Full-time staff continue to work remotely; all part-time staff were paid through March 31.
- Grants: The April meeting with the Community Fund was cancelled. The NYS grant for the chiller is on hold. Swadesh provided to David Burke the names of two architects for the renovation project.
- Budget: The budget meeting with the Village Board will be on 4/25.
- WLS Updates: All overdue fines are being forgiven system-wide, databases are being offered for longer hours/more items at a time and residents can now obtain virtual library cards. Guidance from state and local government will determine when libraries reopen.

- Strategic Plan: **The** project is on hold due to the pandemic. However, the library is already soliciting patron requests for new programs and that feedback may be useful for the strategic plan.
- Staffing: Full-time staff and two part-time clerks are working remotely. The remainder of the staff is eligible for unemployment.
- Annual Report will be resubmitted due to questions.
- Reopening: Swadesh reviewed the many open questions that will have to be addressed, such as sanitizing/storing books, how to maintain physical distance, ongoing cleaning of the premises, whether to limit hours, etc. All will await further guidance from government officials. In the meantime Swadesh will coordinate with David Burke to obtain PPE (masks, gloves, sanitizers) in advance of reopening.

**Upcoming Programs:** See calendar

Mimi motioned to adjourn at 7:35 pm; 2<sup>nd</sup> by Elaine; all in favor.

Submitted by Elaine Garry