

Tuckahoe Public Library Board of Trustees Minutes

Wednesday, May 18, 2020

Call to Order: 6:30 pm

In Attendance: Ginger Crosby, Elaine Garry, Julie Gurdin, Leslie Rohr, Swadesh Pachnanda (Director), Omayra Andino (Library Liaison)

Friends of the Library Report

Friends meetings and the membership drive continue to be on hold.

President's Report

- Minutes: Leslie motioned to approve the April minutes; 2nd by Julie; all in favor.
- May Vouchers: \$2,304.98; Trust & Agency: \$820

Library Liaison

Omayra advised that the Village Board is reviewing the guidance it has received from NYS.

Director's Report

- Financial statistics: Swadesh reviewed with the Board the general ledger, expense and revenue control reports.
- Planning for Reopening: Reopening will occur in phases. Initial steps will include reopening of the book drop, quarantining returned items and possibly offering curbside pick-up of materials. The library still needs to procure PPE and may be able to order supplies through the library system.
- Grants: A \$2,000 COVID-19 grant was received from WLS and will be used for Zoom and other expenses.
- Budget: The Village Board has advised that since revenues are down, the budget will need to be fluid and will be reviewed each month.
- WLS Updates: There is a weekly Directors meeting for planning and discussion of reopening strategies.
- Staffing: Full-time staff meet daily and there is an upcoming Zoom meeting to touch base with all staff. Part-time clerk Nancy Forbes has resigned.
- Annual Report was resubmitted.

Upcoming Programs: See calendar

Executive Session: At 7:35 pm the Board entered an Executive Session to discuss salary increases for full-time staff. The funds made available from the Village equated to a 2.89% increase and the Board unanimously agreed to award that amount to each full-time employee, effective June 1. Swadesh returned to the meeting at 7:45 pm and was informed of the Board's decision. Leslie will provide her with a spreadsheet of the approved salary amounts and Swadesh will let the staff know.

Ginger motioned to adjourn at 7:50 pm; 2nd by Leslie; all in favor.

Submitted by Elaine Garry