

Unadilla Public Library
Regular Board Meeting
Date: December 21, 2020

Call to order: President Susan Barnhart called the meeting to order at 6:36 pm

Trustees Present: Susan Barnhart, Andrea Edwards, Janet Povlock, Beth Baldwin

Absent: Barbara Lennon

Others Present: Irene Murphy

Past Minutes: November 16, 2020 Motioned to approve by Andrea Edwards

Second by Susan Barnhart

Financial Report: Abstract #7/Voucher #17(L7410.410) \$144 – Books; Abstract #7/ Voucher #18 L7410.411) \$2.00 – Processing 4 Books Motioned to approve by Susan Barnhart

Seconded by Andrea Edwards

Treasurer's Report:

Bank Balances:

Checking (L200): \$52,787.00
Misc. Savings (L201): \$21,124.10
CD BOC Bequest II (L202): \$5,086.18
CD BOC Wright Fund (L203): \$3,263.62
Grant Money (L205): -0-
CD BOC Friedman (L206): \$10,398.82
Petty Cash (L210): \$30

- Due to the death of Lyle Madsen, the Village has hired someone to clean the building. Tamara Partridge will clean the library along with the Village office until a new caretaker is found.
- Irene Murphy provided an update on the red, orange, and yellow covid cluster zones the libraries are currently falling into and what the libraries will do if they are in a certain zone. A discussion ensued regarding what would happen if either Irene Murphy or Marc Jackson were to go into quarantine due to exposure to the Covid-19 virus. If either would be quarantined the library would close during their scheduled hours, with the possibility that Marc Jackson could cover Irene Murphy's Saturday hours. If either of them were to test positive, the library would be closed and appropriate notices would be shared with the public, including changing our current answering machine message to alert patrons to the closure.
- Susan Barnhart provided an update on her discussion with Clarissa Riker about having a library trustee added to the NBT bank accounts (checking and savings). If the library accounts are unlinked from the village's accounts, we can't keep the current account numbers. A new box of checks would cost over \$300. A motion to unlink the library accounts was made by Janet Povlock, with all Trustees present voting "yes" and with one Trustee absent. Susan Barnhart will check with the State Comptroller to ask who needs to be or who is allowed to be on the accounts.

- Discussion ensued regarding in-person library board meetings versus the option of holding virtual meetings thru Zoom. It is believed there may be a minimum host charge of approximately \$15 per meeting. Irene Murphy will research and also check with Steve Bachman at 4CLS to see what other libraries are doing. Executive Orders allow virtual voting.
- Library Trustees went into executive session to discuss personnel matters. Decisions for floating holidays were set. Floating holidays were approved effective immediately and for each fiscal year hereafter.
- Reviewed draft of Pandemic Response Plan as prepared by Irene Murphy. Suggestions for changes to the draft were made. Irene Murphy will update the document and circulate it for board review.
- Irene Murphy provided an update on the progress in the Halsey Room. She has reorganized the room and created a master list of what books are held up there.

Requests for Treasurer: None at this time.

Director's Report: * 4CLS is delaying invoicing for the 2020-2021 Movie Licensing charge due to the ongoing Covid-19 pandemic. There will be no bill until program services resume and libraries are able to start showing movies again.

*4CLS is raising prices for cataloging and processing starting January 1, 2021 due to cuts in state funding. Cataloging will increase from 25 cents a book to 50 cents a book and processing will increase from 50 cents a book to \$1 a book.

*\$68.00 was deposited for November book sales, fines, fees, and donations.

*Received another tax levy check from Unatego Central School for \$1,885.17.

* Received a \$300 donation from the Community Chest on December 19th. We did not submit a grant request. This donation was not made for a particular purpose.

*November hours Marc 43 1/2; Irene 58

*The 20 yearbooks sent to Oklahoma Correctional Industries to be digitized have been returned. OCI digitizes high school yearbooks and saves them to DVDs as part of a rehab and jobs training program. We received two copies of the DVDs and will keep both copies. The yearbooks will be uploaded to the library website by 4CLS. Four yearbooks – 1952, 1962, 1966, and 1971 - will be resent to OCI due to writing in the yearbooks that was visible in the digitized version.

Next Meeting: January 18, 2021 2:00 pm

Motioned to adjourn: 10:10 pm by Susan Barnhart

Second by Janet Povlock