

Canastota Public Library Board of Trustees Meeting

November 19, 2020

Members Present: Jean Boland, Lynne Gaglianese, Gloria Phillips, Arthur Lelio, Eric Snyder

Others Present: Elizabeth Metzger, Director

1. **Call to order:** Meeting was called to order by Lynne Gaglianese at 6:04pm.
2. **Minutes:** **Motion to accept the October 15 meeting minutes** was made by Eric Snyder, seconded by Jean Boland. **Motion was approved.**
3. **Treasurer's Report:** A) Report of financial results through October 2020 was reviewed. **Motion to accept the treasurer's report** was made by Art Lelio, seconded by Gloria Phillips. **Motion was approved.**
B) **Monthly invoices:** were reviewed and approved.
C) Berkshire Bank CD will mature in December; Chase CD will mature in January 2021. Liz is exploring current CD rates at various banks.
4. **Director's Report:** The Library is open; curb service is also provided by appointment. Circulation numbers are slowly increasing and we continue to do curbside pick-up for at-risk patrons. Liz measured all the rooms in the library and came up with 50% capacity figures for social distancing. Liz and Beth Totten have been providing a library enrichment weekly series at school on Wednesdays for at-risk 4th graders; they began September 23rd with 22 students, and had the last Raider Wednesday class for 4th graders on November 4th. The school is regrouping since students in grades 4-6 will be there 5 days a week; we will be informed in December if/when they plan to continue the Raider Wednesday enrichment program. We finally received 90% (\$14,789) of the parking lot resurfacing grant from the NYS Construction Grant Program. Once Liz completes the Final Report, they will send us the remaining 10%. We received the tax monies (\$334,822) from the school on Friday, November 11th and the check has been deposited into our Money Market account at NBT. October circulation was 4472 which included 183 eaudios, 456 ebooks, and 159 RBDigital magazines.
5. **Old Business:** 1) We await installation dates from Sahl's for 3 metal replacement doors for the Archive Room, staff kitchen & second floor office.
2) *Separate Lot/Land:* The purchase offer for the Buck St./Barlow St. land and the necessary paperwork was delivered to office of Attorney Paula Highers on November 5th.
6. **New Business:** 1) 2) *Pandemic Plan:* Liz has drafted a "Pandemic Plan" and has sent a draft to board members for review at an upcoming meeting.
7. **Adjournment:** With no further business, a **Motion to adjourn** was made at 6:34 pm by Gloria Phillips, seconded by Eric Snyder. **Motion was approved.**

Next Meeting: The next meeting date was set for **Thursday, December 17 at 6:00pm.**

Respectfully Submitted,
Art Lelio, Secretary