

Canastota Public Library Board of Trustees Meeting

October 15, 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 6:01pm.
2. **Minutes:** Motion to accept the September 17 meeting minutes was made by Eric Snyder, seconded by Gloria Phillips. **Motion was approved.**
3. **Treasurer's Report:** A) Report of financial results through Sept. 2020 were 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.
4. **Director's Report:** The Library is open, and curb service is 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. Some groups are holding meetings outdoors in the parking lot, others are held virtually; still others have no difficulty in meeting and doing their projects in masks & social distancing. We have had a few junior and senior high school students visit the library to do their homework because their Wi-Fi at home is not working. The school provides hotspots but sometimes those do not work either. Liz and Beth Totten have been invited to provide a library enrichment weekly series at school on Wednesday afternoons for at risk 4th graders. They started on September 23rd with 22 students socially distanced in the auditorium. The county has advised Liz to expect its library allocation to decrease. Liz had the electrician upgrade the parking lot lights to LED; the bulbs are pricey but will now last much longer and use less energy. September circulation was 4066 which included 159 eaudios, 502 ebooks, 153 RBDigital magazines and 8 RB Digital audiobooks.
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 tax assessor valued the lot at \$14,450 for 2020. We purchased it in 2004 for \$15,000. It is .40 acres so it is considered a buildable lot. The board members are interested in selling, but no local realtor seems interested in the listing. Neighbors Richard Palmer and his wife Shawne donated back to the library the check for mowing the lawn this summer. Liz will contact the Palmers, who have expressed interest in the lot, to see if they will make an offer.
6. **New Business:** 1) 2) Pandemic Plan: Liz has drafted a "Pandemic Plan" and has sent a draft to board members for review at the November meeting.
7. **Adjournment:** With no further business, a Motion to adjourn was made at 6:44 pm by Eric Snyder, seconded by Jean Boland. **Motion was approved.**
Next Meeting: The next meeting date was set for Thursday, November 19 at 6:00pm.
Respectfully Submitted,
Art Lelio, Secretary