	Bethlehem Public Library Board of Trustees Virtual Meeting Transcription June 8, 2020 6:00pm
Attending	Present: Mary Redmond, President Mark Kissinger, Vice President Brian Sweeney, Vice President Caroline Brancatella, Secretary Lisa Scoons, UHLS Liaison Harmeet Narang, Trustee Michelle Walsh, Trustee Geoffrey Kirkpatrick, Library Director Kristen Roberts, Recording Secretary Guests: Catherine Stollar Peters, Assistant Director of Operations Tanya Choppy, Accounts Clerk Tracey McShane, Personnel Administrator
M. Redmond: (1:19)	Okay, I believe everyone is here. I'm going to go ahead and call the meeting to order. And we will, I guess, start off with public participation. Were there any questions or anything that came in, Geoff?
G. Kirkpatrick:	I have no emails from the public.
M. Redmond:	Okay. So, Geoff, did we want to go right to the minutes or did you have anything else you wanted to cover first?
G. Kirkpatrick:	I have a proposed resolution. And I thought I would just read that out and then you can decide who wants to make a motion, is that, is that good?
M. Redmond:	Okay, that's fine.
G. Kirkpatrick:	Okay. So, this resolution would be adopted today, and this—I'll just read it verbatim. Honoring Mr. Brian Sweeney for his five years of service on the Bethlehem Public Library Board of Trustees: Whereas Bethlehem Public Library within its Charter maintains the power and authority to adopt which ordinances and resolutions as shall—as it shall deem proper in the exercise of its powers; and, Whereas Bethlehem Public Library has been grateful for the years of service of Brian Sweeney as library trustee for the past five years; and,

	Whereas Mr. Sweeney intends to step down from the Bethlehem Public Library Board of Trustees after five years of service; and,
	Whereas Bethlehem Public Library desires to recognize, honor, and thank Mr. Sweeney for his dedication, professionalism, and hard work towards the betterment of the library; and,
	Whereas Mr. Sweeney demonstrated his strong commitment to the future of Bethlehem Public Library during his tenure as chair of the Long Range Planning Committee; now,
	Therefore be it resolved, that Bethlehem Public Library extends its most heartfelt appreciation and best wishes to Mr. Brian Sweeney. He has admirably served as a library—the library as trustee, treasurer, and vice president;
	Be it finally resolved, that this resolution shall be entered into the Bethlehem Public Library minutes, and a certified copy containing the library seal be given to Mr. Sweeney, in evidence of Bethlehem Public Library's admiration and gratitude for his service. [clapping]
M. Kissinger:	Yay.
M. Redmond:	I need a motion.
B. Sweeney:	That's too nice, thank, thank you everyone, thank you.
M. Redmond:	Thank you Brian, we're gonna miss ya.
B. Sweeney:	I'm gonna miss you too. This has been one of the most enjoyable experiences of my life, being part of this board. So, thank you all for making it that way.
G. Kirkpatrick:	We need a—
M. Redmond:	We need a motion.
L. Scoons:	Oh, I can motion.
H. Narang:	Make a motion to do everything Geoff just said. [laughter]
M. Kissinger:	I'll second.
M. Redmond:	All in favor?
B. Sweeney:	Do I vote on this? [laughter]
M. Redmond:	Yes, you can.
B. Sweeney:	I'll favor it.
M. Redmond:	Opposed? None. Okay.
G. Kirkpatrick:	Thank you, Brian.
B. Sweeney:	Thank you again everyone, very much.
M. Kissinger:	Thank you.
M. Redmond:	You know, and I want to take a minute, too, in addition to thanking Brian, I just want to take a minute on the record, and I'm gonna say it on behalf of the Board. We want to thank the library and the staff for everything

	you've done over the past few months getting us to the point of reopening. I think a lot of people, they don't see a lot of activity at the building so they don't really know what's going on, and we on the Board know just how much you guys have done. If anybody is interested you can go and look at the board packet and see a short summary of some of the things that the library staff have accomplished over the last few months. But I want to recognize you and the staff Geoff,—
G. Kirkpatrick:	Thank you.
M. Redmond:	—in the board meeting for all that you have done and all your hard work.
G. Kirkpatrick:	I appreciate that.
B. Sweeney:	[crosstalk] you're here.
M. Kissinger:	Yup.
M. Redmond:	Okay. So, we are going to now move on to the approval of the previous meeting minutes in your board packet on pages two through six. [pause 5:04-5:45] And if anybody's ready, we need discussion or a motion.
M. Walsh:	I'll make a motion to approve the minutes of our previous board meeting.
M. Redmond:	Second?
M. Kissinger:	—I'll second.
B. Sweeney:	—I'll second, oh, Mark.
M. Redmond:	Bri—Mark. Okay, all in favor? Opposed? None. Okay. Financial report, on pages seven through 12.
G. Kirkpatrick: (6:16)	All right, so we've put the financial report—we've left that in the format that the, that Robert, our previous treasure—treasurer initiated a few months ago. So, Tanya is continuing to [inaudible] update that, so that report is still in there. I think we're certainly in good shape as we come into the end of the year. We are, you know, well under budget in our lines. So, we'll—I will certainly bring the total budget in. And we'll have those final numbers next year we'll be in the—the total budget will be well under budget.
M. Redmond:	Okay. Looks good. Now, what did we say? Okay, so we definitely have to have—we need a motion to approve the disbursements, right? On page nine?
G. Kirkpatrick:	Yep.
M. Redmond:	The disbursement summary on page nine? We will need a motion, I guess to approve the—really the disbursement summary is what needs to be approved. That's the piece of it that needs to be approved. So, it— somebody could really just make a motion to approve the budget summary, which appears on page nine.
B. Sweeney:	I'll move to approve the budget summary that appears on page nine.
M. Redmond:	And we need a second.
M. Walsh:	I'll second.
M. Redmond:	All in favor?
L. Scoons:	Aye.

M. Redmond:	Opposed? None. Okay, we're going to move on to page 13, the transfer resolution, transferring money relative to the HVAC project closeout. This is approving that—the transfer of the final fund balance that came back from DASNY. And we're moving that from the H Fund, the project fund, back into the general operating fund. And I think it was, I don't remember, it was about $15,000.
G. Kirkpatrick:	$16,257.02
M. Kissinger:	Does that close out the, the money, or, no?
M. Redmond:	Close out—closes out the project, closes out the cash that we had at DASNY, and it brings the H Fund to a zero balance, which is the way we're gonna to maintain that fund from now on. We'll just put money in for a project, complete the project, and transfer it back out.
M. Kissinger:	Okay—
T. Choppy:	We're still waiting on the grant. We still have a grant coming, which will go into the H Fund and then we'll put in—into the general fund as well. This is the balance from the $19,803 that we sent to DASNY in October, to—
M. Kissinger:	Okay.
T. Choppy:	—kind of button-up the HVAC project. They can—they gave us a couple of options and some dollar amounts with that, and we—the Board had opted to send them $19,000. And this is the remaining that—they didn't use that much of it, just about $3,500.
M. Redmond:	Okay.
M. Kissinger:	All right.
M. Redmond:	Did we ever get a final project status report? I don't think I saw one.
G. Kirkpatrick:	I did not receive that, but I will check on the status of that. I know I requested—
M. Redmond:	We—we really need to get that final project status report.
G. Kirkpatrick:	Okay.
M. Redmond:	Because it really should be part of the final record to clo—for our project closeout.
G. Kirkpatrick:	You got it.
M. Redmond:	Thank you. I forgot to ask about that before. Okay, so do—I'm sorry I lost track, did we make a motion and vote on this yet?
G. Kirkpatrick:	Not yet.
M. Redmond:	Okay, so we need a motion to do the—to transfer the cash from one fund to another.
M. Kissinger:	I'll make a motion to uh, the resolution that's on page 13 of the board packet, to transfer the money.
M. Walsh:	Second.
M. Redmond:	All in favor? Opposed? None. Okay. Personnel report on page 14. Geoff?
G. Kirkpatrick:	Okay, so this—there's really no change on this report from last month. I did want to request this month, at the top, the top two lines on the status report are to fill a position either as technology assistant full-time, or

	library clerk full-time. But both of those positions, just two different titles that we were looking at to fill into the IT Department. And my request at this point is because we have just one person in the IT Department, I would like to get some redundancy in that department. I would like to fill this position as full-time library clerk. There are a lot of tasks that are included in both straight in IT, and also in running the channel that are—fit easily within the title. And I feel there is more than enough work for a full-time position.
M. Redmond:	Okay, so, do you need us to make a motion to approve that or has it already been approved at a previous meeting?
M. Kirkpatrick: (11:14)	We did, we did approve that in a previous meeting, and then I said, you know, we wouldn't take any actions without coming back to the Board and I just wanted to be sure that, um...that—
M. Redmond:	That we're—that there's no questions, yeah. Okay.
H. Narang:	If this person's scope is gonna be channel support, as well as hardware support—
G. Kirkpatrick:	Correct.
H. Narang:	—[inaudible] servers, and laptops and Chromebooks, etc.?
G. Kirkpatrick:	That—so, laptops and Chromebooks, the CPUs in the building, [inaudible] doing those routine updates, peripherals, scanners, printers, those sort of things, deploying those. And then, working on both the community bulletin board part of the channel, and scheduling the shows part of the channel.
M. Redmond:	Okay, I'm fine with it. I don't know if anybody else has any questions about it. I definitely think we need more than one person in that department. That's a real accident waiting to happen with a department like that only having one person. If there's no other questions on the personnel report, I just wanted to double back and check: we talked about filling the treasurer position. We were gonna wait, because it seemed like it was going to be difficult doing it with everything else going on. I'm not pushing for it. I just want to maybe just mention it every month. I think we're probably, we're probably still on hold filling it. I don't know if we're ready to advertise it though. Any thoughts?
L. Scoons:	Actually thought we had talked about advertising it but maybe delaying this—the start date. Is that—
M. Kissinger:	Yeah.
L. Scoons:	—not correct?
M. Kissinger:	I think that—I remember that too.
M. Redmond:	Yeah, and we just never, we just never gave anybody a go-ahead to do the advertising. So, I'm trying to think, I guess, I guess the draft—we got a draft of the, well, I'm gonna—you know what, Tracey is on. Why don't we let Tracey talk about it?

T. McShane:	Okay. I don't have the draft in front of me, but basically what I did is I took the one that we used for the previous individual. I did run that by the TU and they did give me a quote, which I forwarded to the committee.
M. Redmond:	Okay, so I thought that everything in there looked fine. We just wanted to push back, or push forward, the date to have the reply back. I don't really have a feel for that, Tracey. You have a better feel, probably, than, than I do, I'm sure, as to how long you want to, you know, if it were to run this coming Sunday, how long would you leave it out there before we would be looking for responses?
T. McShane:	I would say at least a couple of weeks.
M. Redmond:	Yeah.
T. McShane:	I think for a position like this, people want to think about it and get their materials together. And I—it might still be early enough where we're not running into the holiday week—weekend with July 4th.
M. Redmond:	Okay.
T. McShane:	So.
M. Redmond:	I guess I would say we're interested in getting it—getting the advertisement out. If you could look at it, Tracey, and come back to us with a recommendation—
T. McShane:	Mm-hmm.
M. Redmond:	—would this be a good weekend? Is—should we wait until after the 4th of July? If you could just take a few minutes and double-check it and think about it from that perspective, or maybe—
T. McShane:	Yup.
M. Redmond:	—maybe make a longer period for people to respond? But I think it would be a good thing for us to get this process underway.
T. McShane:	Okay, very good.
M. Redmond:	I—is everybody else in agreement? Okay. All right, I guess that's what we'll do. Do we have anything else in the personnel report we need action on, Geoff? Okay.
G. Kirkpatrick:	Not at this time.
M. Redmond:	Okay. Thank you. So, I guess we'll move on to the director's report pages 15 to 30—15 to 22.
G. Kirkpatrick:	Okay. So, I'm gonna breeze through the narrative part of my report. People can look at it online and read it there. It's just a lot of work with our virtual programming, going in, getting everything moved online. Expect that that will be our primary platform for programs going forward. So, everything that people are learning and how this is, how this works, and what people respond to, you know, what is more popular, what's less popular? That is information that we need to know when we go out, because we will be continuing online programming as part of our programming. It will be the main part of our program offering right through most of the summer, you know. We're talking about Summer

Reading set—uh, time, so our program, most of our programs for Summer Reading we be done in person. Sorry, not in person, but online.

So, these skills, and figuring out what people need, and then [inaudible] happens, about how to do that, that's, that's important things that we're developing right now. [16: 19] So, that's kudos to the Public Services team for getting that figured out, and just plugging away and just continuing to offer things, even—some things are successful, some things are less successful. And I think it's just, they've been—they've had a really good attitude towards just taking this as the experiment that it is, and really pushing that forward. So, I just want to thank them for that, it's, it's really great. You can read the highlights of that.

And as we tune towards outreach, I just do want to mention specifically the Story Walk, which is an in-person program that we're working with, with the town, to put down at the Elm Avenue Park. That's moving along very well. We have a grant from Upper Hudson that's gonna come in and support the expense of that. And it may well be that we want to have more of those, in other areas around the town. So that's, that's exciting. It's something we can point to, to say, here's a thing that you can go to and participate in outside and also bring literature into that. So, it's a way to bring that physical component back into that, so, that's good.

I think, again, the Circ. and Tech. Services side of things, they are working hard at making sure people have the accounts that they need to be able to access the resources. Obviously, our online resources continue to go up and up and up in popularity. So, good work on them. And especially the poor folks that have to go through and transcribe these meetings, all of our public meetings. They have to make a done-by-hand transcript for people that is posted later. So, that is yeoman's work, and they are doing it without complaints, so, I thank them for that specifically.

As we roll down through the very depressing traditional library statistics, lots of things are -%100. That's, that's just the way it is, you know, visits to our homepage continue to be down again. Many of those are driven by people who are in the building. Wireless use is also down, right, so a lot of that is, as people come into the building and use our wireless. But that said, it's still very high. Still 4,200 connections to our total wireless network that's out in the community this month. And, you know, if you go to the library, you see people in our parking lot, and I'm sure the same thing is at Elm Avenue Park, and over at Five Rivers, where people are accessing this. And I know particularly at the library, I spend a lot of time this last week at the library accepting returns. There are a lot of people doing work in our parking lot, you know, they come with their work

laptops, they're having Zoom meetings. They're doing exactly what we're doing here, in the library parking lot. So, just, it, it, it's very heartening for me to see that the library can continue to offer services to those people, and, you know, a very critical piece of infrastructure for the community. So that, that makes me happy.

You will see the electrical use is way down. That's probably mostly lighting, right? So, the building itself has been unoccupied. So, that was one of those questions Harmeet had a few months ago was, you know, how is that gonna impact spending and electrical use? And, so, electrical use is down. Gas use is a little bit higher. I think that's because we had a cool, a cool April, May. So, gas use is up a little bit on that, but…the drop in use on electricity is significantly more and electricity is more expensive anyway, so, you know, we'll see some, some minor savings on that.

And then as we get into the new virtual statistics. We're getting—you know, we're in our fourth month of this now, right? So, we're starting to get some, some backbone statistics of our—of these new measures that we have, and we'll continue to track these. It will be interesting to watch them as we return to physical services. We'll see how that—how the impact is. I had some people who were returning items, and I said, 'Oh we'll be, we'll be starting to do curbside pickup, you know, next week…' (last week, I was saying it, you know), '…we'll start doing that next week.' And I had one patron say, 'Well that's great, but I love this Hoopla, and that's what I'm gonna use,' right? So, you know, this—the online e-books and audiobooks, our people are absolutely using them.

So, you can see on page 21, e-content usage continues to go up and up. OverDrive is by far and away our biggest single use. It's in the top left chart. The red line is OverDrive. That continues to increase. Hoopla is sort of a latecomer to this. We added that in March. The real—first real statistics started in April, and then we just saw a massive, just a real sharp increase between April and May. So, that service continues to increase in popularity as people begin to access particularly audiobooks, but not just audiobooks, but also e-books. So those, those two things. I just—it's just a really good for me to see those, those usage. I mean, it's, it's...less than our physical use, so it's not a full replacement for physical items, but it's good that we have something that's meaningful and popular for, for offering.

You can see again, April, our, our virtual program engagement is up, which is good. Our social media platforms: we had a drop in May in Twitter, YouTube, and Facebook. I know we had talked about at Facebook they are redoing their algorithm for how they, how they judge impact or use, but

| | that's in there. So, we've got some, some good statistics there. [21: 22] And then on page 22, some of this is a little bit small, but you can see the really good increases in our digital content. Again, OverDrive being far and away our most popular platform. And then I do like to do—give a little bit of information about our databases. Consumer Reports again, far and away our biggest use. That's on page 22, down towards the bottom. It's the bottom chart. The orange bar is our Consumer Reports, that's our single biggest database use. But, again, we're seeing some good use from some of our other databases, including the—Pronunciator, which is our new language learning database we added in the middle of COVID. We're seeing some really good use that's coming on, and getting some good use from that. So that, that, that's heartening for me to see as well.

And then I'll just give you a general rundown, very quickly, of the returns. Thanks again to Michelle for coming out and hanging out with me last week and doing some curbside pick-up. I think it was very important for, for the curbside returns, for us to be there and people to have a chance to ask us questions sort of informally. Some people just came up, dropped their things off in the bin, and they were on their way. But a lot of people had questions. They wanted to know what we were doing, what the plans were. They wanted to express their support for the library, and that they were, you know, happy with the services we were offering. But, of course, most common question: when, when can we start getting my things on hold? When can we come back into the library? So, it was good for us to have those in-person contacts and for people to see us there working on their behalf. So, a lot of the work up till now has been inside the library and, you know, where people obviously can't see us. So, I think it was, it was good for us to be visible and out there doing something with the public. |
|---|---|
| M. Walsh: | And thanks for having me, that was a lot of fun. |
| G. Kirkpatrick: | Oh, you bet, it was great. |
| M. Redmond: | Geoff, I have a question on the graph with OverDrive and Hoopla. |
| G. Kirkpatrick: | Yes. |
| M. Redmond: | Okay. So, just—okay, so if I look at February, I see three bars and a space for a fourth bar, but I only see two things labeled below. What are, I mean— |
| G. Kirkpatrick: | It's gonna be our digital magazines and Catherine could chime in and give us the exact information if she is there. |
| C. Stollar Peters: | Kanopy. It's—you know, those charts, they're—they don't always translate well to the non-interactive version. So, I, I definitely saw that those two bottom labels didn't show up. But it's Flipster, hold on I'm trying to look at you and look at the— |
| G. Kirkpatrick: | I think that's the orange bar— |

C. Stollar Peters:	—graph too—
G. Kirkpatrick:	—would be Flipster.
C. Stollar Peters:	Yeah. Yeah, yes. Flipster, OverDrive, Kanopy, Hoopla.
M. Redmond:	Okay.
C. Stollar Peters:	And you can see as people stopped coming into the library to get videos, you can see Kanopy use really increases. You can see Hoopla use increases after we added it in late April, March. And you can definitely see the investment in OverDrive, in traditional e-books and e-audiobooks, that people are continuing to enjoy and use.
M. Redmond:	Thank you. I knew somebody was using something, I just didn't know what it was. So, I wanted to make sure I was clear. Okay, thank you, yeah, that's great, that's great.
C. Stollar Peters:	Thank you.
M. Redmond:	Those were good recommendations for, for a direction for the Board to go in for this, or the library to go in for this period, so thank you all.
G. Kirkpatrick:	Yeah, I think, of this, I think we would have a hard time at this point dropping Hoopla and/or Kanopy. They're both, they've both been very popular. And, you know, we will watch as we begin to bring physical services back, we'll watch those and see if their impact [inaudible] of those statistics are. Is it just in response, or—you know, to the lack of physical material? Or, in fact, is this a new service that people are finding, and they're gonna keep using in addition to the physical materials as they start to come back? So, we'll be watching that closely.
M. Walsh:	And Geoff, was the—Hoopla and Kanopy, were they both system-wide purchases? Like did UHLS buy the whole—okay.
G. Kirkpatrick:	No, UHLS, we, we—all of us contri—all the libraries contributed money, as well as some money that came from UHLS, to initiate Hoopla, specifically to fill in some of the gaps that, that the whole system was having while, while the libraries were shut down. Kanopy is a Bethlehem product that we purchased—
M. Walsh:	Okay.
G. Kirkpatrick:	—back in, I think it started in November. So, we launched that last year, because we had been toying with alternative platforms. East Greenbush started with Hoopla, we started Kanopy, Guilderland started with a different magazine platform. And we were gonna come back and compare notes on these after we had completed a year and say, 'oh, which of these is more popular? How did it suit the needs of your public?', and then this COVID crisis forced us to take a little bit faster action…so, so that's it.
M. Walsh:	Okay.
G. Kirkpatrick: (26:19)	UHLS for Hoopla; Kanopy, Bethlehem-only.
M. Redmond:	One more question, Geoff. Is there any—been any feedback about these products where there is a limit to how much people can use in a month?

G. Kirkpatrick:	I haven't heard. Now, that doesn't mean people aren't feeling that. If they're bumping up to either the limits in Hoopla or Kanopy, they have not been directed to me. Now, that doesn't, you know, again, doesn't mean that people aren't feeling that. And, and, maybe as people begin to feel that they have greater access to me, they might begin to express that to me. But I think people understand the rules as they get into it, so, um…
M. Redmond:	Okay.
L. Scoons:	Geoff, I just had a question and a comment about your report. One, the question is about the COVID-19 Memory Project and what that entails, that really interests me. And then second was, the comment about having school district employees and staff given automa—you know, access, why don't we always do that?
G. Kirkpatrick:	It's always been available, but it's just—yeah, right, it would be—if we could coordinate it just happening automatically—
L. Scoons:	Yeah.
G. Kirkpatrick:	—as people are hired, that would be fantastic. But, but we have, let me see, okay. Bethlehem—Bethlehem School District employees, no matter where they live, have always been eligible to get a card that they can use. This is specifically for people who work in the Bethlehem School District, but then have another card—maybe they live in Voorheesville—but they work in the Bethlehem School District. You can only have one card. You can't have both a Bethlehem card and a Voorheesville card. So, we're getting around that by saying, you keep your Voorheesville card, keep your personal stuff personal. Leave your personal account alone, and we will create this card that gives you full digital access. And, we—if they work for the school district, they are automatically have rights to this under our policies. So, those are those cards that we're handing out. So, we've had a database card for Bethlehem School District employees for a long time. It was the, the outreach for that to say, hey, right now, while you're trying to teach remotely, we have some great resources. Some of them are Bethlehem-only, and we want to make sure that—your students definitely have access—we want to make sure that, that the staff had access to that too. So, I think that you're—the core of your question is correct, how can we better market these and make sure that we're integrated with school district, so that they—the employees of the school district have access to these even faster—
L. Scoons:	Great.
G. Kirkpatrick:	—I think is a, is a great point. That's a goal, so.
L. Scoons:	Yup. And the Memory Project?
G. Kirkpatrick:	So, the Memory Project came out of an idea that I think Mark sent to me originally, that came out of the Brooklyn Public Library. Some of the New York City Libraries were, were talking about this. We, we asked the other libraries at Upper Hudson if they would be interested. We have—these,

	these kind of programs are great, but they're hard for us to get a critical mass of people to participate in them. It's just difficult for us to do that. So, we had hoped to be able to kick that out wider to a bigger audience across Upper Hudson and maybe we could get a little bit more. I think it was a lot for a number of the libraries to take on right now. So, Upper Hudson is interested. The, the system itself is interested, and they're gonna work with us in kind of an advisory role, but we're gonna take the lead on this. And we will—we'll push on this, and, and we'll see what kind of response we get. You know, doing something across New York City with that population, if you just got in a thin, a thin percentage, that's a lot of people. It's a little bit harder for us. But I think it's, it's worthy, it's worth doing and maybe, even if the effect is, you know, take some time to think about how you are in the moment right now, and, and, and get some of those thoughts organized. Even if they don't get submitted to us, I think it's important for people to be chronicling that and thinking about that, so.
B. Sweeney:	Thanks for pursuing this Geoff, and, and I hear what you're saying about, about the challenges, so, hopefully, you know, it will work out. But I think it's really worthy, a worthy effort.
G. Kirkpatrick:	Thank you.
H. Narang:	Geoff, one quick question on Kanopy and Hoopla. Kanopy was late enough last year, right, that it's baked into the budget?
G. Kirkpatrick:	Yeah.
H. Narang:	Is this year—is Hoopla, more specifically, budgeted for, for this next twelve months? Or, it's sort of above—
G. Kirkpatrick:	No.
H. Narang:	—and beyond?
G. Kirkpatrick:	No, no. It's, it's above and beyond. So, this—it was a relatively minor purchase this year. And, and, you know, with the delayed physical items that we were not buying, could not even get more suppliers until fairly recently, if we go back and we look at the financial report, you'll see that physical items definitely went down. So, we can easily bring this in by spending some of that money on Hoopla this year. So far, our contribution has been under—right about $5,000. And we'll be looking at a similar contribution for the next fiscal period to bring us to the full six months of Hoopla. (31:15) So, so call it a total expense of about $10,000, which is significant. But, you know, it's a, it's a big bite of our electronic budget, but not a huge bite of our physical, our physical budget. But I think it's important enough that...it seems very, very popular. Our users are, without even considering population, the Bethlehem users are the largest users of this across the whole system. So, more uses than Albany, more uses than Colonie, both of them having three or four times the population that Bethlehem has. So, our users are, are being our Bethlehem users, right? They're very interested, they're very high users of these products,

	and, you know, and I think that they're showing us, they're demonstrating this with their, with their use patterns that they're interested us continuing that service.
H. Narang: (32.00)	That service it's going to be very well received. It was really just a question of how much the pay by the drink model finally added up to on an annual basis, right, so we're starting to get a sense of what's that is going to be.
G. Kirkpatrick:	Le- let's call and this is very rough number, blowing it off the top of my head, but let's say the six-month number would be about... um, $11,000, at current use, if that use doesn't slack off, if we continue to see (?) use for the full six months we would up end spending about $11,000 and I think you could expect a similar amount on the other side, because it's interesting as we're looking at- at paper use, it's an unknown, like we don't know how to budget for it, but it's people fall into patterns very quickly and so it becomes much less unknown when we have some data to look at. You know, people's pattern, it's available to everybody. Here's about how much they're going to use. The demand is not infinite. It is a certain amount, so.
H. Narang:	Great. Thanks.
M. Redmond:	Okay, um, all set Geoff?
G. Kirkpatrick:	I am. I just want to say, I did get a text from one of the librarians, who said we have had a few complaints about the five limit on Hoopla. I think there are people who would be interested in having that up to be a little bit higher.
M. Redmond:	Okay. Thank you and thank you to whoever communicated in. I appreciate it.
G. Kirkpatrick:	It was Gordon.
M. Redmond:	Um, okay, so we'll move on to the you UHLS report. Lisa.
L. Scoons:	Well the committee, the Services Committee met to select the youth and adult program awards. I don't- Geoff have they been announced to you guys? I haven't seen anything.
G. Kirkpatrick:	And maybe we didn't win so I don't know.
L. Scoons:	Ugh and the next phase was going to be working on grant proposals, but I think so much time has been taken up at Upper Hudson with reopening and lots and lots of meetings about helping libraries to get there. We haven't gotten anything scheduled yet for the grant proposal meetings yet so I expect that probably later.... like maybe later this month we'll see that so. We'll see, but that's it.
M. Redmond:	Thank you and thank you for your representation on that board Lisa. It's a big help for us. Um, okay on to new business. Geoff, the New York State safety plan pages 23 through 29 of the packet.
G. Kirkpatrick:	Right so I have completed my draft of the New York Forward Safety Plan template that is needed to be implemented by the organization to begin

	to provide- to provide in-person operations so...um, that is there. It is available as part of the packet. What we will do, if it is approved at this point, we will post that up on our website along with the phase reopening document which is been posted. It doesn't need to be voted on, but posted as part of our- um, it's on the board packet page. It's right next to the board packet back on that board of trustees page. It's there as well, but that document is good. Sees updates all the time. It's not- It's not a static document we're on so, we're- we're- we're dating our version. We version it by date because we update it so often as new information (?).

But this safety plan and then permission to update this safety plan for myself, Chris, Catherine, and Tracy, would operate as your safety committee. Those two things I would be looking for, for maximum improve of this plan as is and um, the ability for the four of us, obviously reporting back to the board, but to be willing to update this plan as new information and as we move forward through the phases, because we've see things change very rapidly in that month between board meetings. Frequently there is not time to come back and- and have that review. |
M. Redmond:	Okay, so you are looking for a resolution, certainly discussion, but a resolution for the safety plan and are you also in that discussion referencing your emergency resolution or is that something separate to be discussed?
G. Kirkpatrick:	Emergency resolution is a separate thing and that's sort of internal to the library and we can talk about that (?)
M. Redmond:	That's a separate topic.
G. Kirkpatrick:	You got it.
M. Redmond:	Okay, so let's stick with the fir- with the safety plan and is there any question or discussion on this. Okay, then if we're ready, I need a motion.
M. Walsh:	I'll make a motion to accept the safety plan.
M. Redmond:	I need a second.
C. Brancatella:	I'll second.
M. Redmond: (37:00)	Caroline, All in favor? Opposed? None. Thank you. Okay, we'll move on to the nominating committee. Um, I, the nominating committee last year, I'm gonna guess Lisa and Brian, I'm not 100% sure who it was last year, but we need to make sure that we have a nominating committee in place so we will have a slate ready to vote on in our July meeting.
B. Sweeney:	For the record, it was Lisa and I and Caroline.
M. Redmond:	Okay.
B. Sweeney:	I hope I'm not admitting anyone. I think- I think it was the three of us.
M. Redmond:	Thank you. So, I don't know if anyone is still interested in serving on that committee. We probably need at least two people on the Committee.

	Certainly, Brian would not be involved. I would assume Brian is not involved this time.
M. Walsh:	I can serve on the committee.
M. Redmond:	Thank You Michelle. Um, well, I guess I can serve on the committee because I do not intend to, um, to continue as President. I have to step down for personal reasons so I would be happy to serve with Michelle on that committee so if everybody's good with that that would work, I think.... Okay?
M. Kissinger:	Sounds good.
M. Redmond:	All right so if that's all we need to do with that, I don't think we need a resolution or anything that's just a- that's just a committee that will stand so Michelle and I will be in communication.... um, and.... um, we'll start having discussions. My understanding is the election ballots have now been extended to be received through June 16 so I don't know when we will have the final tallies, but we can at least start to get some things in order.
G. Kirkpatrick:	It's complicated with the ballots. There's an in-person date and (?). Just clarify that. Just check with the school district about things.
M. Redmond:	Okay. Okay. Um.... okay. We can discuss that a little bit afterwards. Okay, so we will move on to the next topic which is on pages 32 to 34. The discussion of purchasing some Chromebooks and I'm gonna open this up to the group. I think most people have had a chance to look at the resolution.
G. Kirkpatrick:	This came out of a conversation that Harmeet and me were having of the lack of physical access to here. That having the library closed removes that for people to- to have. To have a physical device that accesses the internet. Right, so we provide internet. We provide Wi-Fi that's clearly been used by thousands of people, but some people do not have access to a- to a device like a Chromebook or a laptop. So, go get- go get a price. Put that together. See what we can do. How quickly we could get those if the board wanted to move forward with that and that's the quote you see.
M. Redmond:	So I guess- I don't know if people are ready to vote on this I- I guess I'm- I still want to get an understanding of how this would work there is- there's the act of physically buying a number of Chromebooks, but then how- how do we distribute them? Is- you know, what kind of time period are we looking at? How do we- I think someone brought up the topic- the point that well if we're not, um, you do not (?) in everything. Maybe we have some Chromebooks available already at the library so.
G. Kirkpatrick:	We do. They go out for a shorter loan period. I think what we intention should be that these would be a month or two months for a longer period of time that would allow people to have access longer than we currently have. We have something like 15 of these available and they're available to request. People, come and pick up. We will continue that- curbside,

	right? The idea was- is- is there a need for enough more devices that we can fill a need. I know that... again my information is- I am sure 100% for the school district some of the Chromebooks are coming back from their students that have been an issue to them over the summer. They're going to come back so there may be people who in our school district, who had devices during the school year and may not have them over the summer. Just as a way, this is an imperfect gap measure to try to put more devices into people's hands and again, some folks were worried we don't have the- the resources or knowledge to be able to target towards specific family or people that need. The thing about a Chromebook is it is less fun in some ways then those laptop; the devices and I think it is self-limiting. The Chromebooks when we had done for check out in the library were very unpopular... because the choice was do you want a Windows laptop or a Chromebook so we had Chromebook and Windows laptop both. The choice was very clear. People wanted Windows laptops for use inside the library. As soon as we said, 'Oh these aren't moving around very (?)' and we offered them for checkout to go outside the library they're out all the time, there, so they're clearly filling some need and I don't know what the top of that- that need is under the current situation so we were just sort of guessing what would be a significant enough purchase to be able to begin to meet the need across the community. You know, for many people who have their primary Internet access device as a telephone- you know their phone- it's not a replacement for a more functional larger format computer.
B. Sweeney: (43:00)	I can confirm just at that- that point you made, Geoff, about the Chromebooks coming back. I- I believe across Bethlehem School District they're all being collected in the next couple weeks. I know our- our school is, so if there are young people in this community for whom there's a need, um, they will be spending the next two and a half months without access to a- to a Chromebook for sure.
T. Choppy:	That's true of the middle school as well. The eighth graders turn theirs in next week and they will be getting new ones come September when they enter the high school, but um, if- and it kind of stinks because I'm like my daughter has a- um- a-- an advanced English class that she's taking and she has summer homework and now she doesn't- she won't have a Chromebook.
G. Kirkpatrick:	So, there's-
C. Brancatella:	It is- So the number that we put out there initially was 30, correct?
G. Kirkpatrick:	It was a hundred.
C. Brancatella:	I'm sorry. Oh, I'm sorry. It was thirty thousand, right?
G. Kirkpatrick:	Yes.

C. Brancatella:	Um, is there any way or is it an option to phase that in? Just not start with a hundred? Start with something lower and then even- I mean, even if we do it in between board meetings, if you come back to us and say: 'Hey we've purchased 25 Chromebooks. All of them are out. I see- you know, I'm- I'm getting requests for them all the time.' Then it is easy enough for us to for out and purchase another 25 and then another- another 25 instead of start with a hundred and not know precisely what the demand is at this moment. Know that it may be high, but we also don't want a hundred sitting there.
G. Kirkpatrick:	Right.
M. Walsh:	I think that's an excellent idea.
M. Redmond:	I think it also addresses the point that came up in discussion of, you know, voting on this before the budget has even passed, but, you know there is- you know we're talking about people in the community and their education so, I mean, I would be in favorite even before we know if the budget passes, so I would be in agreement.
M. Walsh:	I would have a concern with the thirty thousand dollar outlay before the budget has passed, but if we were to undertake something that Caroline just suggested, um, you know on a smaller scale. Just to see if the need is really there and- and we're meeting the need then... I just think that might be a better way to go.
M. Redmond:	How old are the Chromebooks that we currently have that are in circulation? A couple years old? Five years old?
G. Kirkpatrick:	They're not five years old, but they are at least a couple of years old.
M. Redmond:	Okay... okay.
G. Kirkpatrick:	(?)
M. Redmond:	And how many of those do we have, you said 15?
G. Kirkpatrick:	15.
C. Stollar Peters:	They are all out. There's one hold. Um, on-
M. Kissinger:	Yeah, I would support doing like a third, a third, a third or something. Yeah.
M. Redmond:	A third now and maybe after the budget passes maybe we could do more, but I think you know a-a- a third of that so I don't know, could we could we just round it and say 35 or 30, you know, 33-35 whatever we want to do?
M. Kissinger:	Yeah...yeah.
L. Scoons:	And Geoff is there some way to reach out to the school district and let them know about the initiatives so that if it comes up when kids are returning them-
G. Kirkpatrick:	Yes.

L. Scoons:	-That's an option to pursue?
G. Kirkpatrick:	Yeah.
M. Kissinger:	Good idea. Yeah.
M. Redmond:	I have one question about that if we're doing- if we're... identifying people through the Bethlehem school district what are our district lines? Are we eliminating certain people in the library district that are not part of the school district?
G. Kirkpatrick:	They're exactly the same.
M. Redmond:	Exactly the same. Okay. All right. Okay.
G. Kirkpatrick:	It's the one thing that does line up.
M. Redmond:	Okay.
L. Scoons:	I mean you might want to reach out to some of the other schools that are in- that overlap like St. Thomas or...
G. Kirkpatrick:	Yes.
M. Redmond:	So, I guess if we're kind of zeroing in on a resolution maybe somebody could outline the, you know, the specification. I guess we'd need to specify in the resolution just how many we want to move forward with now and um, I guess we're talking about going ahead with a purchase based on X number of Chromebooks and I know- would the quote potentially change based on a lower number?
G. Kirkpatrick:	I don't- I think these are state contract races so- so that is not- that's not really gonna be the issue. We will have some lead time on them so I think whatever number we go with is great, and we don't need to put some switch in where we say 'Oh, we're voting for the whole thing and we'll- and we'll buy more.' By the time these come in and begin to get checked back we'll be back at (?), so that is one thing is that there is a certain amount of delay time. I'm getting the- the entry-level Chromebook Chrome-tablet market was wiped out completely by the school districts. Um, I mean appropriately so, right? Everyone that was everywhere, so they're just beginning to get back into stock now as things are beginning to flow, so we have these available that they can get it to (?), so you know we'll- we'll... purchase those numbers and we'll evaluate how they're doing it and we'll come back and talk about it again.
M. Walsh: (48:30)	The only other comment that I had was, you had discussed, Geoff, possibly loaning out the Chromebooks for a two-month span and I would worry that then a child could wait the entire summer and not have access to a Chromebook because it's been checked out for two months and we would only be purchased 35; if that was the number then we've got 50 Chromebooks total so we're not- clearly not helping that entire

	community there with 50, but the- but the longer the checkout period is the less access more people have to it.
G. Kirkpatrick:	You'll be more comfortable with, uh, with like one month?
M. Walsh:	I don't know.... I don't know, That's what-- (Cross talk)
M. Redmond:	That's a good point. It's a very good point.
Various:	(Crosstalk)
M. Kissinger:	-one month. Yeah. Definity.
C. Brancatella:	'Cause then, I mean, you know the idea of summer school; getting schoolwork done. You know, you take July, I take August. A good point, two months is a long time.
H. Narang:	It is and it isn't. I'm okay, certainly, with starting with- with one month and that makes sense, but if a- if a person doesn't have a device like this at all, right, you're trying to fill that niche, right, and the- the need exists even after one month is up. So as, I think, starting out with one month definitely makes sense, no concern there. I think just when we come back and revisit how these get used and it won't surprise me if we decide to maybe extend it, right, because you want a slightly more permanent solution for- for someone who just doesn't have a tablet or computer at home.
C. Brancatella:	We continue to base that on demand. You know, if we order 35 and the demand is less than we thought then certainly we can extend that to two months. If we order 35, they're all gone, we have some on order and you have a hundred requests for more than we can, you know, adjust accordingly.
L. Scoons:	Right and if you're talking about patrons who do not have any type of device at home it's very likely they also don't have Wi-Fi access, um, so I'm not so sure how much utility you get out of a Chromebook without Wi-Fi.
G. Kirkpatrick:	Oh, you definitely need-
H. Narang:	I think there's just a lot more flexible- more ways to find Wi-Fi, even if you don't have it at home, right? Between the neighbor, the town park, the library parking lot, right, the (?) cafes, etc. Those are all problems with multiple solutions whereas if you don't have a device, you just don't have a device. There's no-
M. Walsh:	Right, right.
G. Kirkpatrick:	You're muted Mary.
M.Walsh:	Mary.
G. Kirkpatrick:	Mary, you're still muted.
M.Walsh:	We can't hear you.
G. Kirkpatrick:	Bottom-left microphone. Yeah.

M. Redmond:	Okay, if the school district has Chromebooks and kids are taking courses and have the need, seriously, the school won't provide a Chromebook? I'm not saying don't order 35, but that- that seems kind of ridiculous.
G. Kirkpatrick:	I think it may be that- that the- the students are- they have summer work that's assigned for their- if you're in the honors class, there's summer work that's assigned. They're not in-
M. Redmond:	Okay.
G. Kirkpatrick:	-they're not in a classroom taking summer school. They just have a number work that's necessary for their -for their course- for the class.
M. Redmond:	Okay, that makes sense. All right so I guess we just need a motion.
H. Narang:	Go make a motion to authorize the purchase of 35. We're comfortable with that as a starting batch. Chromebooks, right? To be loaned out on a one- month sort of extended trial basis, right, and then potential additional purchase to be made as we get some feedback on the usage and (?).
M. Kissinger:	I'll second.
M. Redmond:	All in favor? Opposed? None. Okay, thank you. Great. Thank you, Harmeet for bringing that up. Okay, um, and now we'll move on to the emergency resolution on page 35. Geoff, you want to walk us through it?
G. Kirkpatrick: (53:00)	I will. So, thank you. So, this is just a quick resolution. I know we had- we're kicking around an emergency policy that's a little bit more comprehensive. This is just as we move right to curbside pickup. It just gives me the ability to flex the collection development policy, the borrowing policy, the patron conduct policy, program policy, displacing exhibit policy so this would include things like fines. Um, right now, I'm- you-and Michele got to hear me say it over and over and over. People would say, 'Well, what about the fines' and I'm like, 'There's no fines right now. We ae not worried about fine. That is the last thing we're worried about.' It just gives me the authority to make that in fact. So, um, and again because this could change, people- these are the policies that are likely to have some aspect of them that's- that needs to change quickly and I think putting a sunset in this, where it would be a certain specified period of time. So, we'll go for 60 days. We'll go to the August board meeting and then we can come back at the August board meeting revisit it; see if we made any changes. Get back to you about those changes, but I think we had talked a little bit about, um, you know, how do we reassure the public that this- that-the concern about fines is just not something they should be worried about. Telling them that, personally, as they were returning things. Items are going to be held and

	then checked in after a quarantine period. There's just- you know, people are use to a very fast, regular circulation process that we're not going to be able to meet that expectation. So, I just need to be able to tell that- um, that is not at this point our primary concern.
M. Redmond:	Okay, um, any discussion on that or are people comfortable with it? Any questions? I support it.
M. Walsh:	Me too.
M. Kissinger:	Yeah, me too. Yeah.
M. Redmond:	Okay, do we have a motion?
M. Walsh:	I'll make a motion to accept the resolution giving the library director just discretion in regard to library operations during this Covid emergency.
M. Redmond:	Thank you. Second? Mark. All in favor? Opposed? None. Thank you. Okay, any other new business? Okay, we'll move on to old business. We're gonna- Geoff, do you want to go into the phased reopening plan?
G. Kirkpatrick:	It's just there as a placeholder. We have the latest version of the phased reopening plan is up on the Board of Trustees page. We'll post that with our safety plan that has not- no longer draft, but our official board approved safety plan. We will put that phase reopening plan; just includes a lot of details about how we're gonna go about doing that, a lot of questions people have on how we're gonna be phasing the reopening of the library. We put those two things up. As well, what I would request from the board the ability for the- myself, the two assistant directors and Tracey Mcshane, who's our HR manager, to be able to amend the- the New York State safety plan as needed in between board meetings. Again, reporting back to the board as necessary.
M. Redmond:	Okay, do we need another resolution?
G. Kirkpatrick:	Just a quick motion to- for the four of us to be able to amend that plan.
M. Redmond:	And I'm sorry, which- which plan are you specifically saying, the safety plan?
G. Kirkpatrick:	The safety plan, the New York State safety.
M. Kissinger:	I'll make a motion to allow the four of you to amend the New York safety plan on an emergency basis.
G. Kirkpatrick:	Thank you.
M. Kissinger:	Sure.
B. Sweeney:	Second.
M. Redmond:	All in favor? Opposed?
G. Kirkpatrick:	Thank you.
M. Redmond:	None. Okay, uh, long-range steering committee, Harmeet?
H. Narang:	Sure. Just a short update, today. Paul and I were supposed to meet with this Geoff this morning. Paul was unable to make it due to a last-minute

	illness so that's been delayed. We'll reschedule it here as soon as we can. The plan at this point is just to run him through the sort of collection of comments that I sent out to everyone with all of our thoughts on the schematics that he'd provided and then get him on the schedule in- in at the next board meeting. Hopefully that would give him enough time to incorporate those comments into another round of drawing and we'll have something to look at.
M. Redmond:	Okay. Um, so we're thinking of having him come in July. My only question is when is the July meeting? Do we- I'm thinking- I would expect that the election to be resolved by then and our new trustee would be joining us.
G. Kirkpatrick: (58:00)	It's a- it's a late board meeting so.
M. Redmond:	Okay All right. Um, okay, so any other questions on that committee? Questions or comments? Thank you. Okay.
L. Scoons:	Just wanted to ask whether Paul and Lisa have been able to look at the Borthwick property yet?
G. Kirkpatrick:	They have. I don't have their- I don't have their official comments back on the Borthwick property I would be happy to summarize them, but I feel I might be doing it a disservice if I were to do that, but yes. Lisa went through with Kevin through the entire Borthwick property and did an evaluation of that, so that would I would expect that report to come back from them at the next long-range plan committee meeting.
M. Redmond:	Okay. Great. Thank you. Okay, um, do we take the HVAC update? I guess we leave it on there until we get the grant money.
G. Kirkpatrick:	I think you're just- just the grant money and I will say I, um, we purchased a number of, um, of sort (?) dehumidifiers for the-the D unit (?) community-room, the boardroom, the hallway, and story hour room, and they're in there cranking away, taking the water out of the air in that -in that part of the building and that's- we knew that issues with that last year. The door started to swell. We had trouble closing the community room doors, this year and this should knock that down. I'll report back to that as I know more.
M. Redmond	Thank you. Any other old business? Okay, so we are going to adjourn to executive session, I believe.
G. Kirkpatrick:	Yes, and let me give you. Kristin. (?) So, the wording I would propose is that someone on a first and second, the board adjourned to executive session, at whatever time, to discuss future contract negotiations percerned to article 14 of civil service.
M. Redmond:	I need a motion.

C. Brancatella:	I make a motion to adjourn to executive session at 7:00, sorry at 6:59 p.m. to discuss future contract negotiations in accordance with article 14 of social service law? Was that right?
G. Kirkatrick:	Civil service law. Wow. Great. Yes.
B. Sweeney:	Impressive.
M. Redmond:	Whoa, she's a lawyer. Okay.
C. Brancatella:	I got lucky.
M. Redmond: (1:00:38)	Second. Harmeet. All in favor? Opposed? None. Okay, so we will now exit the Xoom conference and go into executive session.

[Executive Session]

M. Redmond:	Okay. We need a motion to come out of executive session and to adjourn the executive session and adjourn our meeting.
M. Kissinger:	Like the motion to come out of executive session.
M. Redmond:	Harmeet is second. All in favor? Opposed? None. Okay, we're now officially out of executive session. I need a motion to um, end the board meeting.
B. Sweeney:	I will make a motion to adjourn our board meeting, tonight.
G. Kirkpatrick:	Awesome.
M. Redmond:	Second? Michelle. All in favor? Done. Thank you.