

Bethlehem Public Library Board of Trustees  
virtual meeting transcription  
August 10<sup>th</sup>, 2020  
6:00pm

Attending

Present:

Mark Kissinger, President  
Michelle Walsh, Vice President  
Lisa Scoons, UHLS Liaison  
Harmeet Narang  
Mary Redmond  
Charmaine Wijeyesinghe

Geoffrey Kirkpatrick, Library Director  
Kristen Roberts, Recording Secretary

Excused:

Caroline Brancatella, Secretary

Guests:

Paul Mays, Architect  
Chris McGinty, Assistant Director  
Catherine Stollar Peters, Assistant Director  
Tracey McShane, Personnel Administrator  
Tanya Choppy, Accounts Clerk

G. Kirkpatrick:  
(4:17)

Everybody who's watching out there, if you would like to make a comment for the Board of Trustees, if you go to the Board of Trustees page at the Bethlehem Public Library and click on tonight's board packet, uh, on that board packet is the board agenda and on that agenda, there is a link, among other places that link exists, but there is a link to the "Contact the Director," and, if you want, we will have two opportunities during the meeting for public participation. Okay, Charmaine is letting me know she's having trouble launching, she'll be in as soon as she can, she says.

M. Kissinger:

Okay. Let's start the meeting then. It's, uh, 6:02, so call the meeting to order of the August 10<sup>th</sup> Board of Trustees for Bethlehem Public Library, and, uh, we would like to do a long-range plan update. Harmeet, I don't know if you want to introduce Paul with a little, uh, intro there.

H. Narang:

Sure. Paul, why don't you go ahead and take it from there. [laughter]

P. Mays:

I—I'd be happy to. As most of you know, uh, because the committee has been fairly well supported with board members we've, we've been accomplishing a lot lately even with the, uh, the shutdowns. So, I thought tonight perhaps I could give a quick verbal update on where things are and what the next steps are so that you as a board in its entirety have a, a sense of, uh, what's coming up. You'll recall, uh, that we began with the existing conditions, uh, narratives and reports as well as asking the public, um, in a "we heard you" and charette scenario in order to establish priorities. Using those priorities our office has prepared schemes 1, 2, 3, and 3A, which have all been reviewed by the committee. Each of these schemes, although I wasn't going to do a graphic presentation tonight, each of these schemes involves interventions into the

existing building and extensions or additions to the existing building at varying levels. And we've gotten feedback from the committee and our charge at the moment is to proceed with a hybrid or a compilation of some of the best versions, uh, from those various schemes.

In the interim, uh, we also developed a scheme 4A and 4B. These were done with the intention of, really a two-fold intention. One is to be a minimalist intervention, that is, very little if any addition at all, really rearranging the spaces within the library. Potentially doing some, uh, partition work, but, but really working within the existing footprint and structure for the most part, and rearranging furniture and setting up and establishing areas of service that relate to the way you actually serve your community. We did two different versions of that, which we've had an opportunity right before we went on vacation to review with, with Geoff, just quickly. But we have an upcoming committee meeting on the 19<sup>th</sup> at 10 am next Wednesday, and we'll be reviewing them with the committee as a whole. I said it was a two-fold, uh, sort of priority for schemes 4A and 4B. One is that it's a minimalist intervention, but we actually did them, uh, Lisa worked very carefully to try and craft them in a way that they could also be phase one of a longer-term plan. In other words, the, um, uh, inception of these schemes as the first phase would not then obviate the ability to move forward with the other schemes as future phase.

So, as we're looking at the master plan, we are establishing the needs, we are establishing, uh, not just collection but personal space. We're relating it as well to what we're learning about changes in, in social issues related to public space, some of which change more than you'd think and some actually less than you'd think but we'll be going over that with the committee in detail. Then we will have a series of schemes that start with an early phase that could be done by itself. It's self-standing, it does make improvements and make changes, and then develop into future development of additions if they, uh, if the board decides to proceed with those. They can be combined or consolidated into, uh, a single project, and there is an efficiency of scale in doing something like that. But there is also then a community aspect to that in that the funding for it would be all at once rather than as, uh, lower cost, uh, grant-driven or fundraising-driven, uh, schemes along the way.

[9:20]

We did also do a—an analysis, a brief walk through and analysis, uh, of the Borthwick property. We will be amending that as an appendix to the overall master plan. The executive summary version of it is that it may have some short-term use for storage until such time as that space, uh, might be, uh, used for expansion in the future if the additions go that way. But by itself that structure because of its structural capacity, the way it's built, um, and, and some other issues, uh, is, is probably the, the fact that the land, or the property is more valuable than the building itself. So, there may be opportunities, uh, to

look at what happens with that structure as we go forward, and keeping it in place until we need to take it down. Or, potentially, looking at some of the grants for which demolition is an eligible Division of Library Development, uh, grant scope. And if that's feasible at some point in the future it may be in the library's best interest to prepare that and prepare the site then. Even adding some parking until such time as an addition, uh, might take that space.

So, again we're working towards a meeting on the 19<sup>th</sup> with the committee. And then after that I would anticipate that we would want to do a graphic presentation with the board as a whole and bring you up to speed on the, the overall suggested, uh, consensus plan phase-by-phase and looking at the budgets for all those pieces. That can be a lot to, uh, to bite off in a, in a board meeting, board of trustees meeting, where you also have an extensive agenda beyond that. So, the, the committee may want to think about whether they recommend doing that as a special meeting of the board, um, setting that up or, or whether we get on the agenda in September or October for the, uh, for the board meeting and, and go through it that way. But I would anticipate we'll, we'll be meeting with, uh, the committee on the 19<sup>th</sup>, and probably one other time after that before the board meeting as well, at least.

So, does that give everybody a sense of where things are? We're hoping to wrap up the master plan then after everybody's—I say back at school, would normally be back at school but in the, in the, uh, October-range and then we can look at what the next steps are and how to develop which ones you want to implement and in what, what order. Happy to answer any questions. I apologize there's no graphics or fun things to look at today, but I did want to give you an update on how things have been going, and, and where we are. One, one other point I wanted to mention: Lisa, uh, in looking at the, the comparison to the existing library you have, for each of the schemes we're going to have essentially a spreadsheet. But it compares the square footage of your existing spaces line item-by-line item, to the proposed spaces in each phase. And then also compares the lineal footage of shelving in your existing library per genre to what the proposed are phase-by-phase.

So, you would see for example, I'm pulling—these aren't the real numbers, but you might say, in phase one the children's room expands by 10%. If we get to it in phase three, it would expand by 25%. The lineal footage of shelving would grow by 15% in phase one and 50% in phase three, if, uh, —those would be examples to show you what you get at each step of the way for each of the, the program areas in the building. We also then list the seating capacities for meeting rooms, study rooms, and so forth. And we've compared these to something we've already done: the code analysis, which addresses exiting and fire safety and all the other issues with the building.

M. Walsh: So, Paul—

P. Mays: All that will be part of that report as well.

M. Walsh: And will we get information before the Long Range Planning Committee?

P. Mays: , uh, yes, we will try and send that out. Let's see, if the meeting's the 19<sup>th</sup>, uh, I would like—we will try and send information the end of this week. We're, uh, or at the latest it would be Monday, but I think it'll be the end of this week is when we'll try and send that to the committee.

M. Walsh: So, it's my understanding then that at the committee we will be deciding on a final plan.

P. Mays: At this committee meeting we're gonna show you the, uh, the minimal intervention, the 4A and 4B, and a hybrid of the, the remaining phases. And we'll have an opportunity between then and your next board of trustees meeting to, to have a last final say on, on what we're going to recommend. So, it's still informational on the 19<sup>th</sup>, but we're getting there, we're getting close because you've seen all the input up 'til now.

M. Walsh: Okay, yeah, because the 19<sup>th</sup> seemed a little too soon to me for—  
(14:37)

P. Mays: Yeah.

M. Walsh: —for a decision having just gotten the 4A and 4B schemes.

P. Mays: Agreed. So, so, my, my point is, you know, but, but they're all sort of heading in one direction we, we know where, uh, where we're headed. We just have to make some final decisions in order to present to the board with something that the committee has agreed, this is the consensus of the best path forward. And obviously cost is, is going to be one of those question marks as well to, to apply to each of these phases.

M. Walsh: Okay, thank you.

P. Mays: You're welcome, Michelle.

M. Kissinger: So, on the Borthwick property, are—you're going to have information on the quick walkthrough? Do you have, um, an estimate of the demolition cost should we go that way? Is that something you would do?

P. Mays: , uh, we will, yes. It would have to be part of the—because it's, it would be an essential part of any construction cost, that we would break that out as, as a piece, yes.

M. Kissinger: Great.

P. Mays: We would also have an allowance for hazardous materials in that building. We have not done testing per se, uh, but based on our walkthrough, um, we, we can, we can make, uh,—

M. Kissinger: Some assumptions.

P. Mays: —, uh, some assumptions on that, yes.

M. Kissinger: Yeah, okay, okay.

P. Mays: And we know you have it in the existing building so we've already got line items for remediation projects as we go forward as, as you're aware.

M. Kissinger: Sure.

P. Mays: Okay?

M. Kissinger: Great, thanks.

G. Kirkpatrick: Thank you.

P. Mays: All right. I'm looking forward to seeing, uh, several of you on the, on the 19<sup>th</sup>, uh, thank you for your time this evening. As always if there are questions please get them to Geoff, and he'll forward them to us and, uh, and we'll talk before

the meeting.

M. Walsh: Great.

G. Kirkpatrick: All right.

M. Kissinger: Thanks.

M. Walsh: [crosstalk] Paul.

P. Mays: I'll excuse myself then if everybody's—thank you very much.

G. Kirkpatrick: You're good.

M. Redmond: Thanks, Paul.

P. Mays: Bye.

M. Kissinger: Okay, great, thanks, um, now going into the remaining authorizations. We just have to do a vote on the, the authorizations on the bonding piece. Geoff—

G. Kirkpatrick: Yep.

M. Kissinger: —I don't know, if you want to explain that quickly.

G. Kirkpatrick: You bet. So, we just, uh, last month we were talking about the bonding and the question of bonding the treasurer came up and I know this had been discussed at some point in the past. We reached out to our insurance company and it is, uh, there's a nominal fee for bonding the treasurer to the same amount that, uh, Tonya and I, or the business manager and the director are bonded for. Seems like a no-brainer, just bringing it back for a vote on that because we said we would and we'll move forward with that.

M. Kissinger: Okay great. I need a motion on that item.

M. Redmond: I make a motion that we accept—or amend the remaining authorizations for, for the library. It's on page two of the attached packet.

M. Kissinger: Okay, thanks Mary, any second? Michelle, great. Any discussion? Uh, all those in favor of the motion please signify by raising your hand. Okay any, um, opposed to the motion? Abstentions? Okay, and the motion carries thanks. The next, uh, Charmaine, good to see you on the video. It's okay.

C. Wijeyesinghe: I might—I'm only—we had video and then no audio and then audio and no video. I apologize for showing up late.

M. Kissinger: No, that's fine. I know you—I know you were trying big time. Definitely.

C. Wijeyesinghe: Thank you.

M. Kissinger: All right, public participation. Geoff, did you get any public participation?

G. Kirkpatrick: Um, no.

M. Redmond: Can I stop things right here and ask one question or make a comment about the master plan?

M. Kissinger: Yeah.

M. Redmond: Um, I have to say as a voting trustee I feel a little bit out of the loop right now not having been on the committee. Which is understandable because you guys have put in so many hours. I suspect that Charmaine feels the same about knowledge about where we're going and what we might be voting on within the next month or two. Myself personally, I'm wondering if there's a way that I could sit down with somebody participating, you know, be a—just a quiet voice in a meeting or something to see a little bit more of it hands-on. I'm a little bit nervous about getting to the point where I need to vote on something that I just am not familiar with for this large a decision.

M. Kissinger: That's a good point.

H. Narang: Mary, I think to that point, um, we're—  
M. Walsh: Mary?  
H. Narang: —we're all—  
M. Walsh: Do you have all—  
H. Narang: —waiting for a little bit of information.  
M. Redmond: I have 4A and 4B but, you know, just, just looking at that sketch and reading it, I don't, I don't know everything that's been discussed and what the intent is for, for future plans, what kind of money we're talking about. I don't, I don't want to get to a meeting where everybody is ready to move forward and I become the sticking point because I simply don't understand things.

G. Kirkpatrick: Yeah, and, oh, I don't want to step on anybody, but we are not to the point (19:33) where he, um, Paul has not yet put numbers—  
M. Kissinger: Yeah.  
G. Kirkpatrick: —underneath all of these line items, so that, that information doesn't exist yet. I think, so, it's, it's—

M. Redmond: Okay.  
G. Kirkpatrick: —we're, we're still back up here. It feels like, um—  
M. Redmond: Okay.  
G. Kirkpatrick: —from the presentation a little bit, it felt like we were, 'okay we're done, here's a sign,' you know, uh, 'let's sign off on the, on the, on the long-range plan.' We're really still up here at this conceptual level to say—

M. Redmond: Okay.  
G. Kirkpatrick: —you know, we have data from the public, we have, you know, all the meetings with the staff and the board, and all the community focus groups, and all of those things, what does the committee and then the full board think would be a way to move forward? And then we say, okay, here's what feels like meets those needs that were expressed to us by the public. Here's what we know about libraries inside, and here's how we imagine, um, could be the best step forward, and then numbers start to come up on that. This isn't a design, right, we're not—we're never going to get to design [inaudible] in a long-range plan. It's an idea and a concept. We say, okay this feels like the right direction to go, let's get some numbers under that, then we go look at some numbers and then that comes back to the board, and then you start to make some, some, some thoughts—

M. Redmond: Okay.  
G. Kirkpatrick: —about not just, what do you want to do, but how do you get there? Is it—and that, you know, Paul alluded to that when he said, oh, one time, you know, fundraising all at once, or is this the 10-year siege of construction grant money, um, and we try to, you know, to do a bunch of smaller projects stretched out. And so, there's a lot, um, there's a lot of decisions making, decision making left to go. It's just that the, the top-down concepts are starting to be locked into this sort of, these four big, big ways to move forward and those are the kind of things that, that we're, we're getting to the point we're ready to be making some decisions on that.

M. Redmond: Okay, so right now what I have for drawings are 4A and 4B and that's—  
G. Kirkpatrick: Well, the—

M. Redmond: —that's all I have right now and that's fine. That's all I'm expected to have and be familiar with.

G. Kirkpatrick: Well, I think at the last four—the last time Paul presented there were—we went through, we went through scheme 1, 2, and 3. Those were—he presented those at a board meeting, um, and those were emailed out. And then these were the sort of, uh, we had—the committee had asked him to go back and say, okay, these are three levels of sort of bigger intervention into the building, and then the committee said, what I'd really like you to look at is, at that sort of no, no expansion or minimal, minimal expansion-look. And that's, that's the, that's the 4A and B, sort of two different, two different ideas of ways you might move forward and just rearrange this space inside the library. So, now we've got, you know, this array of four schemes, that would, would go all the way from absolutely—well, you've got five: do nothing, minimal intervention, a little bit more, a lot a bit more, and high-end intervention. So those are, those are the—that's the sort of the—we have to start looking at a path before, before we say to Paul let's get some numbers under that and start—

M. Redmond: Okay.

G. Kirkpatrick: —thinking about that. [crosstalk]

M. Redmond: Okay. [crosstalk] I don't feel so left out anymore.

G. Kirkpatrick: Yeah, I don't want you to feel left out.

M. Kissinger: There's no numbers yet, yeah.

M. Redmond: Okay. Thank you.

M. Kissinger: Sure.

L. Scoons: I just wanted to say, I also think some of the schemes, really pretty much all of the schemes, were done prior to us getting any information on the Borthwick property, that, unless I've missed something, we still haven't gotten, so.

M. Kissinger: I didn't see anything.

L. Scoons: , uh, you know, I feel like some of the comments that Paul made previously put us a little further ahead than where, me as a committee member, I don't feel like we're at wherever he thinks we are so, um—

M. Walsh: I agree, I—

L. Scoons: —and I'm going to the meetings, so.

M. Redmond: Okay.

H. Narang: Lisa, what, what's your question, I guess, about Borthwick property?

L. Scoons: Well, I thought we were going to be getting the report on the Borthwick property and I don't believe I've seen it. I maybe missed something but was that forwarded to us?

G. Kirkpatrick: That doesn't exist yet.

M. Kissinger: I haven't seen it either, yeah

C. Wijeyesinghe: Hi, uh. This is Charmaine, and I mean again—I missed the entire presentation, again, my apologies, so I'm, I'm catching up, and not having that information. I did get, um, the larger copies of 4A and 4B and, um, I had seen them before, 'cause I had sat, uh, in at one of the meetings of the committee prior to this just to kind of try to catch myself up and I'm still running behind on that. It would be helpful for me and I'm not sure, Geoff, if this is possible, to actual—I'm very visual, and, I, so, I see these plans, I'm trying to translate in my head what it

means as I walk through different sections of the library. And I know that the library is closed, but I'm not sure—it would be helpful for me to actually be physically present, have someone walk me through what this all means, how that translates, and I don't know if other board members are interested in that, if it's possible, how many could be at a particular, uh, tour, if the tour is even possible.

[24:50]

So, that would be the first step that would be helpful for me. And not having been in the discussions, obviously, as this project's been rolling around, what I'm hearing is that people think we're in different places or people have needs or, um, wants for information like the Borthwick property. Or, you know, how many plans are there, and how do we get to two versus the five. I just bring some experience on, on, developing bonds and developing projects from my previous experience. For me, I wouldn't be comfortable—I need those numbers before I would even be comfortable. I, I—it'd be helpful to have 'x' number of plans, I don't care how many there are: two, three, four, five, with some ballpark number attached to them. And, so it doesn't have to be a firm budget, but I know, so it's hard to say, okay, well we're down to potentially two plans or three plans. It might be helpful to have a certain range with a certain range of amounts attached to them, even it's a range, an estimate.

Because just from my previous experience it was helpful to be able to say, okay, well if we went with plan b, for example, making this up, and it cost this much. If we knew that plan c would give us more than we wanted, it was just a little bit more expensive, or if we knew that plan e was totally out of the range so, um, it would be helpful for me to have more numbers.

And then also from hearing fellow trustees who've been in this process much longer than I, the—you know, the whole question about the Borthwick property or other properties, they're like, what's, what, what is—what's—what stage are we at and, uh, it sounds like some folks aren't particularly comfortable going forward much with decisions, making or even...I think I, I, guess I need to listen more to figure out how we got to this point in the decision making, not even decision-making process, but this point of the discussion. But also, for me personally, um, I would like to see, visually see some of the walkthrough. And it would be helpful to me at some point, even sooner as opposed to later, some of the figures that you're talking about unless people have already discussed figures, I just need to catch up on that.

H. Narang: No, at this point no one has seen either the costs of any of these schemes or the linear footage or square footage improvements that will come with these schemes. So, so absolutely not, no one's going to be asked to make any kind of decision.

C. Wijeyesinghe: Right.

H. Narang: Right, on selection on those until we have those numbers in front of us. That,

that's absolutely one hundred percent right, not going to happen. So, at this point we're all waiting for those same numbers, I think, from Paul. We, we thought we would've had them prior to this meeting. We'll have them now before the meeting on the 19<sup>th</sup>. So, as soon as we have those, I think we can discuss them as a committee, and then bring sort of our, our, inclinations, I won't even say decision, right? We'll bring our inclinations from the committee meeting back to the Board, right? To talk through a little bit. But nothing happens until you've got dollars and square footage numbers, right? 'Cause otherwise, what are you deciding?

- M. Walsh: Right.
- M. Kissinger: [crosstalk] I think the idea on the visual walkthrough is a great one. And, I think it would—either we could, actually do that in person, maybe, you know? Or we could have, uh, someone with a video camera kind of walk through, you know, maybe do it like, you know, remotely and in some way. But I think that's a great idea. Because, I, I too look at these, uh, schemes and kind of want to make sure I understand every—all the nuances in them. So, I would—
- M. Redmond: It would help me.
- M. Kissinger: —I would love to have a safe, socially-distanced walkthrough of the, of the schemes, you know, if possible.
- G. Kirkpatrick: Okay. So, I think right now we actually have a unique opportunity, if you'd like to do that. We don't even need to go, uh, weird off-hours. If people are available, maybe on the weekend? We could, we could do it on Saturday, um, pretty easily, I think we could, we could do that in a safe way.
- M. Kissinger: Okay, great.
- M. Redmond: That would be great.
- M. Kissinger: Yeah.
- C. Wijeyesinghe: For me, it's an opportunity to basically translate the paper plan—
- G. Kirkpatrick: Yes.
- C. Wijeyesinghe: —into a spatial, like a visual plan, um—
- M. Kissinger: Yeah.
- C. Wijeyesinghe: —and any, can, if I might ask a question, because, again, it's my, um, inexperience being on the board. In a project this size, just—I'm curious that the whole board has to be obviously, well-versed in it, and asking various questions, why does it start at a commitment level? Just out of curiosity?
- M. Kissinger: Yeah, it was—it's a Long Range Plan Committee, uh, starting and so, um, that kind of tradition of the library has been, you know, that it comes up every, what five, ten years? That we do a long-range plan? So, it started at the committee level here. But I mean, there's no intention to exclude any board member from anything, obviously, um, we have most of the board on the committee anyway.
- C. Wijeyesinghe: Okay.
- M. Kissinger: So, um—
- C. Wijeyesinghe: Yeah.
- M. Kissinger: But, you know, we would bring, bring it back and put a lot of interchange on, on any options or, or anything that we would do.
- C. Wijeyesinghe: Okay. Yeah.
- G. Kirkpatrick: Just—

C. Wijeyesinghe: I wasn't—I just want to make sure, I wasn't, um, assuming that people were being excluded, I, just, again, from my previous experience, something on best level would be presentations before the entire board at all times. But again, it's just my inexperience, so thank you.

G. Kirkpatrick: (29:54) So, the other thing I just want to clarify, because it's easy to get a lot of weight to this. This is a decision, um, for an idea or a concept that enters into the long-range plan, which the library is required to have, um, you know, by the New York State—we have to have both a services long—well we have to have a long-range plan. And that can include both the services of the library and some sort of, uh, concept of what the board, what the board at the time imagines a building to be. This is in no way design plans for cr—for the creation of a project. This is the consensus of the board saying, we feel that this kind of plan moving forward would be the best sort of idea to address the long-range plan, the long-range needs of the community. That's a totally separate, uh, discussion than if the board says, you know, if we have consensus at the board, and the board says, we are ready, uh, we really feel that this is what is needed by the community. Let's get moving on a design, let's get that—let's get to the point where there's a, you know, an actual design, we get down to brass tacks of what that looks like.

And that's why if it feels like the discussion's up here a little bit, it's because this is the design idea that goes into the long-range plan. It does not necessarily mean that the board says, let's go on this, we're doing a project. That is a whole 'nother set of processes that have to happen. What we're saying is, have you identified, have you looked at—have you polled the community, have you talked to the staff, thought amongst yourselves, figured out what you think the needs of the community are [inaudible], and how the library can meet that, both from a services and building standpoint? That's what—

C. Wijeyesinghe: Okay.

G. Kirkpatrick: —that's the charge of the committee. So, feels a little bit weightier than that, because we're, we're down in the weeds a little bit on some of this stuff. But it's—that's where we are. There's a whole different set of fights to happen about, um, we've decided on a project and we're going to move forward about how that happens and what that actually is. There's a whole other chance, the actual design work is a separate thing completely. We're not there.

C. Wijeyesinghe: That was, that was very helpful, thank you.

G. Kirkpatrick: You got it.

M. Kissinger: Okay, any other, uh, uh, comments or questions on the Long Range Steering Committee? I'll just move that agenda item up. If not, we'll go into the approval of the previous meeting, meeting minutes. Um, people can take a look at the previous, previous, uh, meeting minutes to see any questions or concerns in them. Okay, I'll take a motion on that, on that.

C. Wijeyesinghe: Second, or do you need a motion or you did you make one?

M. Kissinger: No, I, usually the motion is from the membership, so.

C. Wijeyesinghe: So, so moved.

M. Kissinger: Okay, Charmaine. Second?

M. Walsh: Second.

M. Kissinger: Michelle.

M. Walsh: Yup.

M. Kissinger: Um, any discussion? All those in favor, please signify by raising their hand. Any opposed? Abstentions? Okay, motion carries. Financial report, um, and treasurer's update. Geoff, you want to do a quick?

G. Kirkpatrick: Okay. Yeah, I'll do a brief, uh, brief update on this. We're um, you know, we are slightly below where we might expect to be on salaries as you would expect. We have some unfilled positions if you look at our expenses for the past month, you know, in the same range, but slightly lower given that their, uh, the contract was signed and it's been put in effect now. So, um, that's there. I think that, of course, always salaries and benefits are the biggest driver of our expenses. This year we have had some additional expenses. There's, you know, some sort of capital expenses, not 'big c' capital, but 'little c' capital, as far as things we've had to invest in, um, like extra book trucks to be able to handle the amount of material we're moving around inside the library. So, there's, some, some additional expenses. But nothing really that moves the needle compared to the base of the, of the budget, which is the, which is the salaries and benefits.

Other than that, nothing—it's just the, the, this is the first month of the new fiscal year, so, uh, you know, from an idealized standpoint we've started, uh, we've got, you know, full budget lines but from a practical standpoint we're actually at one of the lower times of the year for the amount of cash that we have. Those are those—the cash cycle and the budget cycle are off slightly. And this—they marry-up once the tax money is received, starts to come in, in September and October as it's received by the school district. So, if you look at the balances we're actually at, um—next month will be a little bit lower. We're at, we're at sort of the valley of our cash balances right now, and then, even though from a budgetary standpoint it looks like, oh, it's a brand new budget year and all the money's there, there's just a, there's a lag in that receipt of the money from the school district. So, that's just a high level, uh, look at that. Yeah, I think that's about where we are.

M. Kissinger: Any questions on that, financial report?

C. Wijeyesinghe: I just had a question I know I—mentioned the state aid, in terms of any, uh, issues that you might see when the state aid might be coming or any—because of the current situation with pandemics and all the rest. Do you see any issues with, uh, the state aid, or the flow of state aid, the amount of state aid?

G. Kirkpatrick: Yeah. So so we we estimate, and again, this is always a real estimate, it's sort of (35:08) it's the money is given from the state to the division of library development, passed on to the Upper Hudson Library System and then return—and then it comes to us, so that the state fiscal year starts on April 1<sup>st</sup>. They usually in a normal year get their 90% check of all of their lines of state aid. In September, they're saying, oh by September, we expect it September/October...this year we have been told to—so and our amount of that is about \$24,000 directly from the state funneled through Upper Hudson. So that amount we have been told to expect the total to be about 80% of normal, so figure 20% less than we had

budgeted for from that particular line, and that we really shouldn't hold our breath expecting a normal delivery time for that money. So this has much bigger implications for the library system as an organization than it does for the library as an organization, so those services that are provided to us by the library system can be impacted by that, though as an organization they they've got their own finances and they will, you know, they they understand that their money coming from the state is always a little bit, always a little bit wonky. So the—I would I I would I think it's a very safe and and a reasonable way to expect that by the end of the year we will have 80% of the twenty four thousand dollars that we are expecting, absent some sort of federal money that would come in and flow through in some way shape or form or some other kind of major change but I think that's that seems like the reasonable normal guess.

C. Wijeyesinghe:

Okay. And that's the end of the calendar year, correct?

G. Kirkpatrick:

, uh, um—

C. Wijeyesinghe:

—(unintelligible) about the budgetary year.

G. Kirkpatrick:

It's not even our budgetary year; it's really based on the state's budget year so that's April to March —(C. Wijeyesinghe acknowledges) and then there's even delay from that so their their budget year starts on April 1<sup>st</sup>, Upper Hudson normally expects their money about September; let's say it comes December, uh,...some portion of it, um, it may not even be the full 80 percent, that's—(C. Wijeyesinghe acknowledges)—and it and we've never had it extend beyond our fiscal year, it kind of falls in our fiscal year but that there's no—they don't answer to our school year fiscal year they're not gonna (unintelligible) that, so.

C. Wijeyesinghe:

All right thank you, thank you.

G. Kirkpatrick:

Sorry.

M. Redmond:

If we're ready, I'll make a motion that we accept the financial report as presented on pages 10 through 15 which includes the specific disbursement schedule which is on page 12.

C. Wijeyesinghe:

Second.

M. Kissinger:

Okay, great, thanks Mary. Any questions on the motion? All those in favor vote aye signified by raising your hand. Okay any opposed? Abstention, motion carries. We want to talk about the treasurer update now, I think. We'll go right into it Geoff, don't you think?

G. Kirkpatrick:  
(38:13)

Sure, so that's actually—so we're gonna look at on page 16, there is a job status report and on the job status report there is the the library district treasurer. We are actively pursuing a candidate and that candidate has requested the rate of 50 dollars per hour which was above what we were authorized the last time we were here when we authorized that position, it is however the same rate that was given to the former treasurer, so.

M. Redmond:

So the committee has has met and has reviewed the received resumes, we've done interviews and we do have a candidate we want to hire and we would like to hire her yesterday if you're hearing our meaning. We have a lot for her to do so we are hoping that this gets approved tonight. It would be contingent— Tracey correct me if I'm wrong—it would be contingent upon the background check.

T. McShane:

That's correct.

M. Redmond: Which but we would hire her and then that but and then the background check would take place in a parallel after she's been hired.

T. McShane: Yes.

M. Redmond: Okay.

M. Kissinger: So it sounds like what you're asking for is a motion to approve the 50 dollars an hour and the recommendation of the committee for (unintelligible)—

M. Redmond: —I think we should discuss the whole report and just and just accept the whole personnel report, I guess, this is which—

G. Kirkpatrick: Fair enough.

M. Redmond: —whatever we call this the the hires the personnels and we can do it as part of that—

M. Kissinger: That's fine. Okay.

M. Redmond: —but since this position reports directly to the board we want to make sure that everybody is aware of what is is embedded in this report.

G. Kirkpatrick: So the—

M. Kissinger: Okay.

G. Kirkpatrick: —two actions that I'm requesting are the requests for the salary change and the approved hours, the approved amount per hour for the district treasurer, and to fill a library page for 11.67 hours a week at what is currently 1180 but will go up to minimum wage on January 1<sup>st</sup>.

C. Wijeyesinghe: I I have a question: so you had talked about 50 dollars an hour being the rate of the previous treasurer. Was that that person's starting salary or did it change over the time that they were here or that was the starting salary?

G. Kirkpatrick: That was (crosstalk.) Yeah. The amount of time that's that was the that was the the the salary.

C. Wijeyesinghe: Thank you. (*G. Kirkpatrick acknowledges*)

M. Redmond: I make a motion to accept the report as it presented with the two specific action items as noted.

L. Scoons: I'll second.

M. Kissinger: Thanks, Mary. Lisa second. I did have a question on the page; is that in the in the current environment that we're in that's still a needed position and kind of how would that how would that person fit into the current environment that we're in?

G. Kirkpatrick: Yeah, so that—(crosstalk) these positions are um are are needed and are shelving all the library materials that are returned.

M. Kissinger: Okay.  
(41:32)

G. Kirkpatrick: That's, I—yeah. If I if I I didn't need it I wouldn't I wouldn't have it in there. I think it's a very important position; there are, you know, there's still a lot of items being checked out and returned and and the pages are an important part of that (crosstalk) as well as doing other work that is outside of their job description but tasks that we don't normally ask them to do just as part of the part of the team that's in there.

M. Kissinger: Okay, great. Any other questions on that motion? [?] second, okay all those in favor of the motion signify by raising your hand. Okay any oppose? Abstention, motion carried, you have approval for those positions, okay. Director's report.

M. Redmond: Can I just—how do we proceed with the treasurer, Tracey or Geoff will someone reach out tomorrow and ask her when she can start?

T. McShane: Yes I will Mary.

M. Redmond: Thank you.

T. McShane: Do you—(crosstalk) do you have a particular date in mind? Sorry Mark.

M. Kissinger: ASAP, I would say.

T. McShane: Okay. Okay.

M. Kissinger: Yeah I would [?] but let's see if we can get her in as soon as possible, yeah.

M. Redmond: And Tanya don't cringe it's not all gonna fall on you; we have some a lot of ideas about what this treasurer is going to be doing, so we'll talk.

T. Choppy: Okay. As long as—you know, I I mean I think it would be helpful if it's on a day that like I'm working in the library—

M. Kissinger: Okay.

T. Choppy: —it—not on a week that I'm working remotely.

M. Redmond: Okay.

M. Kissinger: Yep.

M. Redmond: Thank you.

M. Kissinger: Okay, great [?] yep.

G. Kirkpatrick: Okay, we'll roll into the director's report?

M. Kissinger: Yep.

G. Kirkpatrick: All right. So most of it is there for the reading, but we have been doing a lot of changes in the building to sort of accommodate; we put in new touchless faucets; the previous faucets were automatic shut off but they required people to touch them so we're putting in new faucets in the bathroom to get rid of more touching, right? Whatever surfaces we can have people not touch is better for everybody. We did based on the results of reopening libraries, Project of REALM project that we've been doing a lot of talking about where they're they're doing some scientific studies in conjunction with Patel labs to look at how long the COVID virus can survive on the surfaces of various library materials. They had been recommending a three-day quarantine; based on that science we've been going forward with a three-day quarantine as the sort of the science we had about how long virus could exist on these materials and based on that we've moved—new new data on certain types of materials we moved to a 96-hour quarantine period, so you'll see there's four sheds in the parking lot now that allow us to to hold those materials outside for that required 96 hours. Now there are downstream effects of this, right? So we—the system has turned back on overdue notices so a lot of our calls last week from patrons who got overdue notices but said, you know, “I returned those things.” Great is that we've had no fines so that that decreases that tension a little bit about being overdue, but people are still confused about the fact that we hold those materials for 96 hours before we check them in, and then when they check in we waive those fines, so it is possible for people to sort of assess themselves fines. If they go in and they see an overdue notice and then they're slightly overdue, they go in and renew those items, they can then have a fine assess to their card, but we are now actively running reports every day to make sure that those fines get removed as well, so this is sort of a backdoor way for someone to get a fine

where it wasn't happening at the check-in process, which we can control pretty tightly. The people's interaction with their online account is just a separate thing, so that's moving forward. We still have a lot of virtual programs; I think we—this Director's report is chock full of a lot of the efforts of the staff and I'm sort of really proud this month of everything we've been doing.

[45:10]

We've been getting a lot of good press; we had some good numbers particularly for the Sip and Learn Albany Visitors Project we did in conjunction with the Albany Visitors Center; in addition, those programs, that particular program in particular is recorded on YouTube and can be watched later asynchronously by people who weren't able to be at the program, so that's sort of a double a double dip on that program. We get to do it live for the people who want to be live and then we can watch it later; that link's in my in my board report. In addition, we got some good press for the story walk that was installed at the Elm Avenue Park, and that's just a way to physically interact with the story as well as be outside, which right now is something we definitely want to encourage. You know, and that's done in conjunction with the Town of Bethlehem Parks and Recreation; they've been great to work with, we've had a long-standing relationship with them to provide Wi-Fi at various parks around town and this is just another example of that partnership, and so it's great that they're so willing to work with us on that. So that's good. I do just have to give credit to the book bundle thing. So the book bundles have been extremely popular; I put statistics on that in the in the board packet, so we have a whole—several tables set up for book bundles in the library. We had to get our process figured out so we could speed up, you know, these are bundles of books that are selected by the librarians and then checked out in advance so when people pull up they call up and give us our name we verify how many items are in, usually 10 unless they're multiple family members, and then we take those out via the regular curbside pickup process. So that has been extremely popular. Again we thought that maybe this was gonna be a way for parents who don't know the particular titles that they're interested in so it makes requesting a little bit hard, you just need a bunch of books for the kids at a certain reading age, we kind of thought that would be the push. But truly, the biggest numbers the biggest single numbers have been just regular adults giving us some ideas of what their reading interests are and then, you know, new and popular, mysteries, you know, whatever they're interested in and then we get those out; so you know, there's been well more than 1400 items pushed out that way just last month alone. So that helped us return physical circulation into our primary circulation for the first time since March. So again we had been basing much of our our business our checkouts have been electronic, and that's still going on, still gaining, still popular but at the same time the physical checkouts, both curbside pick-up through the request system and book bundles, have put that clearly up over the top as far as our most popular service right now, as it always has been, physical checkouts of items, so that's good to see.

[47:51]

Lots of popularity in the pop-up library. I think we've settled into for the rest of August we're gonna be offering on a Wednesday, Thursday, Friday afternoon. We had tried some mornings to see if maybe we were missing some people in the mornings, the morning times, doing it when curbside pickup is not happening, have always proven to be a [lighter morning?] So the people who are coming, very appreciative, some of our smart patrons have figured out that they could come in the morning and get their holds from inside the library not through the curbside process, because when we're at the pop-up library we'll go in and get the holds too as well as book bundles. So that's that's happening but we've really locked in as the popular times is Wednesday, Thursday and Friday afternoons. This is all new new use patterns for us so we're just figuring this out as we go along, but that's what we'll be doing for the rest of the month. Included in the pop-up library of course, make and take crafts, ways that we can do something that we would normally would be doing as part of being in the library or a summer reading program, have crafts for kids to be able to come pick up and extend that learning experience once they go home, beyond just reading, which is also very important. So I do want to mention that we are continuously evaluating the materials lines. You'll see that electronic materials have for up till now in this calendar year been really dominating the money that we've been spending on materials, but you'll see we're gonna load balance those things and as physical circulation comes back on, people do appreciate those new and popular titles in physical form, and we'll be moving toward that and we'll be balancing those those two collections. So we're not overspending the materials line but we are shifting out those things around from when we made the budget last December and we were thinking about what we were going to be spending our money on, obviously we had a greater need for electronic materials for a while and now we have to keep that high level on electronic materials 'cause that's not dropping as physical circulation continues to increase, but maybe not having this as the only priority but make sure we're focusing on the physical materials as well. And you'll see that at the pop-up library and through our holds system, lots of new items that are going out to people.

[50:00]

So I just—every every every word I say during these meetings, I always just have to give a quick thank you out to the staff that transcribe these meetings word for word afterwards. It's a lot of work; it is a tedious job, largely unsung but I think it's an important dimension that um those staff people take that, uh, that Youtube translation that happens automatically and turn that into real English and as part of the executive order that allows us to have these meetings virtually um requires that we provide a transcript of that meeting so we're doing that as well and that's part of the task that people, that those um circulation

staff who are working from home that's one of the tasks they can do well from working at home so that is just an example of that type of work.

As well, uh, at the same time we had before COVID happened been planning on a new calendaring system. Uh, the the previous system was really aging about 2018-year-old infrastructure so, uh, we're moving through the new calendaring systems and that's, uh, still continuing on my data migration is happening it's happening actively, it's just sort of a, um, a good time for that to move forward.

The merv filters that have been requested for the HVAC system have not yet been installed but we are at or approaching the original guest um installation date for those. When we put the order in back a couple months ago so that would be just good providing another level of higher level filtration for that handling system in the library.

And then just, uh, to mention we had a couple of our staff people that were asked to participate in Upper Hudson, the Upper Hudson Library System anti-racist task force. So um one of the particular concerns that was identified to Upper Hudson was um how civil service can impact or perpetuate um systemic racism so that is um you know Tracey being, uh, uh, what our local expert, she was asked to participate on the that committee. And um bring some of the sort of practical expertise about how there's a lot of misinformation about how civil service actually works and I think she can bring that practical level of um of information to that committee and allow them to judge it by what actually happens at civil service so that was um I was proud of that.

[52:11]

On page 21 of the board packet, uh, don't get into the weeds on this graph you're welcome to review later on, I just think, uh, it's very illustrative of the continuously increasing increasing popularity of curbside pickup as we move forward, uh,. When we started it back on June 9<sup>th</sup>, so, uh, you know it's it's almost that first week when we were doing it almost seems like a childhood now compared to the expertise that we've developed about how to about how to provide this service to people in a way that is efficient and smooth. Not perfect but um but pretty good actually so um we're doing quite a lot of all those physical checkouts. Pop-up library book bundles, curbside pickup those are how those are going out of the building and we are um compared to the July of last year, we circulated 55 percent of our normal expected circulation. So while that's a significant decrease, it is significantly higher than any month post March. Right so we are really pushing a lot of items on both electronically and in physical form out of the library right now so that's um I think it's impressive so, uh, that's there.

I did include um numbers I was asked at the last board meeting to give some closer numbers as far as Hoopla is concerned, it starts on page 22. Uh, We wanted to see if that was a service we would continue. You can see, uh, from

the chart on page 22 that Bethlehem Public Library we have 1300 people, 1378 people as of the printing of this report that had signed up since we started Hoopla back in March in response to the pandemic crisis. And, uh, we have had, uh, 4489 checkouts through that service. So it's a popular service and um you know it is a little bit of a different model. It's a pay as you go model each of those checkouts, there's a cost that comes to the library but it really has settled out to where we can estimate um what that's likely to look at each month.

[54:08]

And then on page 23, you'll just see that, uh, what people are checking out as we look at it um mostly audiobooks and ebooks. Oh you can see my cursor of course but my mostly audiobooks and ebooks. Those are the two biggest formats, plenty of checkouts in comics, movies, music and tv. But really um what Hoopla does really well is make sure that the titles that they have, smaller catalog than overdrive, but for the titles they have they're available without without wait so if someone wants just needs something to listen to in their car if they're going on a trip and they have an audiobook they need an ebook read, um Hoopla is your best bet that is a good place to go, uh, for those items to um that are always available to our patrons so um that's that service. And it's my absolute recommendation that we continue to offer this. I think you will hear a lot of um outcry from people if we were to pull this back. It was one that we were on the fence about offering anyway, it was, uh, we talked about it when we started offering Kanopy and I don't think it's a, it's a service that I would want to pull back from the public. I think it's been demonstrated to be very popular.

Um so with that I think, uh, we'll look at that, uh, on page 24, you can see my statistical report, I won't run through this um line by line but you can see ebook use is up 54 percent in total all you know electronic use is up 54 percent over last year's electronic use that's in half again. We were we started to see before the pandemic we had started to see electronic use numbers still increasing but the rate of increase had really started to decline. It was settling into some sort of number and then the pandemic just applied ah that right to the firewall and we're seeing increases again, the likes of which we have not seen since sort of 2012, 2013 as this ebooks were really cooking. Um the the month to month and year to year increases were big and we're seeing that again. We will continue to monitor that as the library {cell phone ringing}. People calling me randomly. As the library begins to reopen um what what does the physical circulation do to that electronic circulation? We'll be watching that and balancing those collections and, uh, the budgets for those collections as we move forward.

[56:20]

So um you know slight bumps in e-magazine use which is way down. Obviously there's a number of equipment items that we can't check out to people.

So um you'll see on page 25 just electric electric use electricity use um nothing surprising or amazing here. Gas use goes almost zero, it's not all the way to zero. In practicality but it's almost zero and our electric use has so far even though it's been a pretty hot year and significantly lower than previous years. So that is um that's following that trend line that you see sort of in the green and the blue, 2018 and 2019 since we've had our new HVAC system um there are significant decreases in um in that, uh, and that electricity line which is mostly air conditioning right for for those months and um that's good yeah yep um in that

M Redmond: Geoff,

G. Kirkpatrick: Yep

M. Redmond: um in that decrease in electric cost

G. Kirkpatrick: Yeah

M. Redmond: and specifically about air conditioning.

G. Kirkpatrick: Yeah

M. Redmond: Do we also have to factor in um the element that we're virtually not in the building on the weekends is that part of that savings?

G. Kirkpatrick: It's

M. Redmond: I mean five days a week we're in the building but

G Kirkpatrick: Yes well and really we have people in there six days a week because we are doing something some maintenance workers, I mean we can some extra cleaning on that.

M Redmond: Okay

G. Kirkpatrick: From practical standpoint, yes so there's a little bit less on lights and I would say that's the decrease you'll see um on that chart on page 25, the top half which is where we're looking at electronic use. This year's

M Redmond: Yep

G. Kirkpatrick: um this year's use is that blue line. That belly in the line that drops is mostly due to the fact the building was closed. As we figured out the the scheduling of the lights and got those shut down. {phone ringing}, uh, we really, uh, we really were able to bring those,um, that number just was naturally lower as we were shut the building down you see it's headed back more towards normal even though it's a warm year.

So yes, some of that I wouldn't, I don't think there's a significant decrease over 2018 and 2019. I think that discrete decrease in 2018 and 2019 is related to the fact that the building's not as open.

M. Redmond: I think though that some of it still is our balancing. I think we're still getting a little bit of a bang from the final balancing that we got in that last push and I'm I'm really interested to see what that is. It's not all of it but I think there is an element there.

G. Kirkpatrick: And we've got some you know right now it's um it's been hot. We are bringing in a lot of, uh, outside air so the humidity control in the building is not what we

would want or really expect. But that's an artifact of the fact that we're bringing in a lot of fresh air that it was, uh, you know when we first designed the system some of the issues we had with controlling humidity were due exactly due to the fact that we were bringing in so much outside air. Right now, in a pandemic, that's a feature, right so extra outside air is what they're recommending. We have lots of extra outside air, that comes at a cost of a loss of humidity control. So, uh, we're running, uh, little dehumidifiers all over the um the outside portions of the the community room and board room and in the hallways to try to keep that humidity within reason so um but even with running those you're still not seeing the electricity.

M. Redmond:  
59:31

Well, that's significant because those things are energy hogs those things are real energy hogs. Okay, thank you.

G. Kirkpatrick

That's just to keep that under control so that's um that's that on page 25 and, uh, page 26, I want to bring quickly and briefly. I'm sorry to page 27 for e-content you'll see that July e-content use slightly down so March, April, May, so February, March, April, May, June increases in, uh, or certainly our big use in Overdrive use was up and up and up and up and finally in July compared to the previous month there was a tip over and there was a little bit less use in Overdrive compared to the month before. So I think that represents some of the use that's happening in physical circulation as we check out more items in the library. There's just a little bit of less pressure on that e-content net. It's a one-month trend we'll continue to monitor this but that's where I'm saying, we going to be load balancing our materials line as um hopefully we can get more and more physical materials into people's hands. We'll be buying fewer and fewer of those electronic materials at the same time.

And then um I want to bring attention to page 29, I know these graphs are very small and I apologize for that. Um the link to the tableau which is the public um facing version of all of these statistics available to anybody, there again in my board packet, there's a link at the top of this page. But in the middle in the top row, you'll see physical, uh, versus digital circulation. There's a green graph and a blue line and you can see the pandemic bump in the blue line as um e-circulation increased as physical materials weren't available. And then, uh, for this month, a major drop in physical circulation and then um back up, uh, to higher than our electronic use so those those patterns aren't normal yet but we've turned to a pattern of higher physical. [background clutter about a power cord] So that is my director's report. [background clutter]

H. Narang:  
(1:01:36)

Geoff, uh, one of the other items that looks to have dropped off significantly is dvds. Are we considering bundles for those as well?

G. Kirkpatrick

So they're available via bundle. So we've done we've done some cds and some dvds. We've also invested in something called a binge box which is um a movie case that has six, six items in it, uh, six movies in it that are sort of related around the theme. We've been offering it. we put those out at um at curbside I think just in the end the use that we're seeing is that continuous use of the new movies that people will be putting on hold anyway I think that's still there what is missing of course that serendipitous browsing of the the dvd collection. I think

that's just um that's just down.

Yeah if you want to roll back up to page 24 you can see the collections that are more and less damaged by the current um by the current checkout scheme again. Again, adult fiction down 30 percent whereas non-fiction down 46 percent.

There's some there's some differences across non-fiction and fiction um Audiobooks which are already heavily moving towards um electronic downloads being their primary they were already more than 50 percent checkouts were electronic, anyway saw less of a decrease than than um the collections that are heavily physical and less available or less desired in electronic format. So lots of the kids format um really desirable, uh, in a physical form if you're in a physical format less desirable electronic.

C. Wijeyesinghe: My apologies, I didn't realize I was not muted when I was yelling for the power cord so thank you.

G. Kirkpatrick: Not a problem.

M. Walsh: So just to clarify then because I thought that was a great idea Harmeet about movie book or movie bundles

G. Kirkpatrick: Yes.

M. Walsh: So are those available at the pop-up library or can you request request them through curbside?

G. Kirkpatrick: You should be able to a. request all your movies through curbside you know if you know the individual movie that you want very easily. We that's that breaks just like it always has but we um we can do, uh, movie bundles, uh, just as easily selected. You know you tell us you want some certain movies and when you call us up and leave us a message, we'll pick out 10 movies or so maybe, uh, you know and and we'll pick up the movie for you based on a theme of what we have in the library and it'll be available to you in the movie bundle.

M. Walsh: Okay, I also saw in the director's report that seeds were available. Is that just at the pop-up library?

G. Kirkpatrick: That that's just at the pop-up library. Yeah and we're getting late in the season. It's mostly the, uh, some of the some of the herbs that might still have time to come up in time. Uh, it's just that seed library is a little heartbreaking. It was really set to go this year and um the timing was just the worst.

M. Redmond: Yeah

G. Kirkpatrick: So we're gonna circle back and we'll we'll be ready to go next year.

M. Redmond: Good.

H. Narang: A Geoff, you know you mentioned was the reminders um for the the overdue notices. Is there a way for us to modify those to say that there's now a four day delay between submitting an item and it's being checked in?

G. Kirkpatrick: So, here a lot of discussion about this. Uh, some of these things are centralized to all libraries at the system. And it is while 90 percent of libraries are operating in a certain way, not a 100 percent of them are operating in a certain way. So, uh, we end up having to put weasel wordy stuff in there like "may" we had a big

discussion most libraries are not currently assessing fines. They're kind of being like we are. You know we're just um getting rid of those fines as we check in. But getting a 100 percent sign in from all the libraries so we can put that on the overdue notices proving to be difficult so they're not always, uh, directly under our control. So that may be um we'll continue to explore that.

L. Scoons: Geoff, can you just comment on new materials and how are is everything back, is how quickly is it getting into circulation? I know a lot of publishers at the beginning of of all of this kind of weren't they had stopped sending and publishing so.

G. Kirkpatrick: [unknown words] well I mean in the beginning, yeah even our even our book jobbers weren't weren't shipping. You know so it was like the whole system shut down a lot of publishing got kicked till now. You know as people weren't sure you know that March, April, release date we're seeing um this fall is going to be, uh, really a quite dense and concentrated bunch of releases. I think we were expecting them to be normal in September and things are not necessarily normal right now. But they are starting to release those books anyway. Uh, you know I don't know who that going to affect their savings but we certainly are getting those materials in so we're we're we are um we had a massive backlog of physical materials that were in the library getting ready to be processed and the technical services staff as well as the other staff people who have been assisting technical services, normally not part of their job, have really been pushing that that through. It's summertime, people want their beach read right, people need things and so we are getting those items out um really very quickly and um so it's a return to normalcy again as far as the publishing industry is concerned. The impacts to them long term or even medium term, I can't speak to but we are we're getting in um the titles that we would want in the number that we want and getting those out um.

When we do a pop-up library what are we doing we're skimming off the best stuff right. We're taking all the cream and we're putting that stuff out for, uh, people to find the most popular items the most popular brand new books. And then, uh, you know our our our heavy requesters, they're not they haven't slowed down. So actually I was looking at the number again on that page um that is on the report on page 24. There's a line we don't pay much attention to that's the interlibrary loan line. That's where we talk about borrowed to and from, our numbers are borrowing and loaning are totally normal. So the courier system, though delayed, is operating at its nominal capacity. So um then July capacity is pretty high that's the month where we have most things flying around so where the decreases are all in the the um the checkouts that people come into the library and and request their things as far as the number of requests and the number of items flying around the system, that's all normal or above normal. So,

L. Scoons: That was going to be my follow-up. I wasn't sure if all the libraries were kind of jumping back in with both feet or or were kind of delaying, trying to catch themselves up whether it was for fiscal reasons or whatever. It's a little hard to tell.

G. Kirkpatrick: Yeah, there could well be um short, medium and long-term impacts to the ability of libraries to get these materials into their collection. Luckily, uh, for Bethlehem we have the staff to be able to process those materials quickly, a sufficient materials line to be able to buy what we're buying anyway and our items go to our patrons first as they always have both electronically and um and in physical format so um we are filling that very quickly. Is that going to be true for all libraries across the system? What are their fiscal impacts? Libraries have a lot of different fiscal situations right now and I think um there's absolutely going to be some um short, medium and long-term impacts to that. There's staff that are laid off all, uh, at libraries across the system um you know and a lot of libraries don't have the knowledgeable staff that we have to begin with. Right so um you know they're adapting their processes, they're getting the items out put in place and that's not true for everybody. A lot of places are just trying to survive right now so um you know there may that may impact the collection some at some point down the road. But for us, I think as far as new materials are concerned, we're in very good shape.

M Kissinger: Great, thanks Geoff. Any other questions for Geoff on the director's report?  
(1:09:42)

H. Narang: Geoff, one other question on curbside pickup.

G. Kirkpatrick: Sure.

H. Narang: Any thoughts about how we maintain that going into the winter?

G Kirkpatrick: That's interesting, so yes, we've we've already had that and I think we can start to talk about that reopening plan that we're going to talk about a little bit later on. I think one of the real realizations that I would love to not be true is that um as we reopen the library to browsing, curbside doesn't get to go away. Uh, I I keep hearing about that from members of the public. I think we'll have to assess those numbers too. We don't know because we haven't um we haven't started letting allowing people back into the library for browsing. I would love to be able to say that we don't need curbside pickup at all anymore. But, uh, I have a feeling curbside pickup is going to be with us for the foreseeable future so yes, we're looking at how we can maybe not have four spots, maybe a couple, some sort of tent structure out on, uh, that um outside the garage. I always considered the garage to be a major weakness that that was what was facing our public at the front of the building was a big dumb garage. But actually in this one particular instance, the garage is a real savior and so you know allows us to have quick and ready access from the back of the circulation area straight out to the public with a wide door allows lots of social distancing for the staff in there. And um yeah we were talking about um the poor man snowmelt system that would blow hot air from the garage out over the surface and, uh, make it already we've had a um let me just, uh, so it rains hard sometimes in the summer. We get big thunderstorms, um hurricanes, uh, sometimes even get remains of them. Um there was an area as we were leaving the garage that was just a slick spot. We had a couple of staff members fall so we had to modify that because so so just we're not even to snow and ice, we're just to rain and, uh, so we've looked at that. I think we've absolutely mitigated that with some some

good mats there that allow those areas to stay dry. So um you can only imagine that that get exacerbated as the weather gets worse. So um so yes we're looking at um maybe a tent that would somehow marry up to the garage and allow us to go out, sides that could go down or up, uh, we don't want to block off the sidewalk. Um lots of those kinds of questions I would love not to have to worry about but it's a good question.

M. Kissinger  
(1:12:14)  
L. Scoons  
(1:12:25)

Okay, any other questions of Geoff before moving to um the next item. Okay great, so, uh, I don't know if there's a, UHLS report, uh, this month. Lisa? The, uh, Upper Hudson board doesn't meet and decided not to meet in August however the service committee did meet earlier, uh, this month and we have nine applications in for construction grants we haven't gotten all the details at this point on each of them but um you know we have a much smaller pot of money this year a little over \$400,000 divide up and I think probably in early September we'll be meeting to kind of you know go over the details of that. We did also have a complaint I'm sure Geoff knows all about it as well from one of the libraries Albany Public on our guidelines regarding the 90%, uh, award criteria and they were not happy with basically the criteria made them ineligible so we've had to kind of address some of those concerns and moving forward with that I mean personally my opinion is in the next few years the likelihood of tapping into a 90% award is probably about nil but but I think you know there are some things that we can do to address some of those concerns so we'll probably be doing that as well

G Kirkpatrick:  
(1:13:46)

Just um quickly, just to bring Charmaine up maybe a little bit, when it comes to New York State Library construction grants, there are three levels of matching that are available specifically for the construction map, bounded by of course the fact that we're talking about \$400,000 total for 29 libraries. Um many libraries are at the 50% match level, that is Bethlehem, there is no way we are ever going to be at any level but the max of 50%. Some libraries, based on economic need, are at 75% match level and then the state authorize um a system could opt into allowing a 90% max for libraries that are at severe need. So they would, uh, the library would supply 10% but the total amount that they're allowed to hand out under that 90% rule is 10% of the total amount so \$40,000 would be the maximum that can be handed out under the 90%. So, oh you're muted Charmaine sorry.

C. Wijeyesinghe:

The last sentence you said, my audio is kind of flipping a bit, the last about the the percentages is the 10% say say again that if you will.

G Kirkpatrick:

Sorry, so um, so only 10% of the total amount of money that is granted to Upper Hudson to hand out may be given out under the 90% level of match donation. So for, take this year, for \$400,000 roughly, \$40,000, 10% of that is eligible for that higher level of match. So, um, we were never in the 75% category either, so it really never, it doesn't really affect us, um so it's it's of less concern but but there it is.

C. Wijeyesinghe:

Well, if you um, I don't know enough about it obviously, I just got the the quick lesson on it, but um if it is something that, uh, could feed inequity it is something that should be looked at.

G. Kirkpatrick:

Yeah, I think this, it was put in, both the seven- the, in in my history as director

the 75% was created specifically, maybe six or eight years ago I can't remember exactly, to try to address that. That there's just some libraries that were getting the bulk of the money because they had the money to match and so, um, the 75% level was put in for exact reasons and then the system had to define what its criteria were for handing out that 75% match um and then the system also had to define the criteria for the 90% matching. As you can imagine, if your library does or does not fall into that match level, especially if it's liminal, that can cause a lot of um stress and anxiety and angst, so it's not something I stress about particularly because we've never been close to any of the criteria for any of those things.

M. Kissinger: (1:16:30) Yeah, we're not gonna be close. Okay, great. Thanks Lisa. Um, moving on to new business. Board committees. I think Kristen put out in the board materials, the current roster of the committees, uh, you know, I would say that we're always um interested in more people joining committees, so um they're you know, it's kind of fluid list but um if you take a look at it and if there's any additions um, to be made please please make so, uh, make them, send them in.

C. Wijeyesinghe: Um, as some the only person on the personnel committee and the newest person on the board I I make an impassioned plea for folks to join me there so yep

M. Kissinger: (1:17:18) Yep. Yep, that's, and there's some other committees that have, uh, very small numbers, so of you know, to the extent that people can take that, I mean it really can be, committees are as intensive as you want them to be in some ways. It's not that much, it's like at most, you know I've been on the committees for a couple years now and it's like really quarterly or every other month at most, and um it's a good way to get deeper knowledge into the different areas of the library though. So, I would encourage people to join different committees if you could.

G Kirkpatrick: (1:18:00) Okay, great. Uh, fines do we have, uh - Before we jump, I would just, uh, if we could get a vote on this page 30, if that, if the board, someone would just make a motion to that this is the committee, these are the committee memberships right now, um, that the board's authorized, that would be super helpful.

M. Kissinger: Yeah, I would ask that we have a motion, but also to make sure that it's as of right now and we we wanted people to join, uh, as well so, uh

C. Wijeyesinghe: Uh, so moved. So moved.

M. Kissinger: Okay, Charmaine. A second?

M. Walsh: Yep

M. Kissinger: Michelle, thanks. Um, all those- any questions? All those in favor, uh, please raise your hand. Um oppose? Uh, abstentions? Great, motions carried. So, as of as of today, those are the committees moving forward. Okay but again please encourage people to join as well.

Um so, uh, we have, uh, a new business item on fines

G. Kirkpatrick: Yeah so, uh, so I want to- Go ahead, sorry Mark.

M. Kissinger: (1:18:54) I did have a question about, at some point we're going to turn them on or, you know, I think we did and we needed to give people a lot of notice on that, so I'm thinking we should talk about, like maybe, uh, you know, a November 1 or

December 1 or some some other date as a target date, and start socializing that date, um, because either we're going to exempt them completely this year or we're going to turn them on, and we should turn them on. I honestly think we should turn them on um, uh, but give people a lot of notice on that.

G. Kirkpatrick: So, uh, so under the Emergency Authorization Act, uh, that was, uh, put in place to give me some sort of discretion over the patron content policy and the borrowing policy, which includes fines, um, we've been, we've been waiting and that ends at this board meeting. So, uh, I've put myself on the line and told our public we are going to give you at least a month's notice. So, I mean I think it seems very reasonable that we would tell people, give them ample notice and I think that just seems completely reasonable but I wanted to talk about this separate from, from our other discussion about reauthorizing that, um, that other board action that I think is a good conceptual, uh, discussion for us to have is is is when would seem like a reasonable time to begin to turn lines back on and then, um, and I, I agree with Mark, at least a month. Uh, that I've been telling public I'll give you at least a month's notice, um, because that it really has reduced all those questions that people have been asking us about overdue notices. They're like, huh, as opposed to, ugh, so um you know, it changes from, uh, oh can you give me information as opposed to I'm really mad about the fact that you're trying to charge me fines for this. So um, I think it's a valuable, it's a valuable thing for us to talk about, um, and that's, that's all I have to say about that for now.

M. Walsh: Well now, how, even if we give them a month in advance, my guess is that still a (1:20:48) month from now we might have that 96 hour hold in place.

G. Kirkpatrick: Absolutely

M. Walsh: So how are you going to, tell us how would we fine someone, they've already returned the book and it's it's in the shed, how are you going to do that Geoff?

G. Kirkpatrick: So we can, uh, we have a, again with notice, as long as we're doing this far enough in advance we can modify the grace period days and or modify the due, we can't do it for items that were checked out in the past which is why we, a lot of this manual scrambling that we're doing around that, was because no one was anticipating this in February when a bunch of items were being checked out. So, um, we can modify things going forward to modify those fines but we it would be easier for us to well in advance, like Mark's saying. Let's identify a target date and then give us some chance to change the settings in the system to allow us to accommodate that. I also imagine that, um, you know absent a vaccine or some other large change in the world, that we will be continuing, uh, or new science, um, about surface transmission on library materials, that we will be continuing at least a 72-hour, um, quarantine period going forward. So, that is going to complicate, you're 100% right, that's going to complicate everything for the foreseeable future for us.

M. Walsh: Okay

M. Redmond: I think there's another number that we, we've really never looked at before (1:22:15) because it was never really of any materiality, but I suspect that, um, I don't want to call it revenue, but lost books. I think you're going to see a larger number of books that are just not returned and are billed and paid or billed and

not paid. I think at some point we need, we need to just be aware of that because I think you're going to have, you're going to have, I suspect you're going to have more loss that way.

G. Kirkpatrick: (1:22:48) And it may well be, I mean there's there is, um, you know we're being very generous about how we're looking at materials right now because I cannot guarantee that we have had the lock on circulation processes that we normally have. I have a bunch of people who are involved in these checkout and check-in processes that don't do this. They are much more expert now than they were a couple months ago but um really when we're in there in the library it's all hands on deck so, um you know, we're what is traditionally handled by absolutely a group of experts, is being handled by a group of knowledgeable enthusiasts, as well as our experts. So, um you know um, that and the sheds and the whole people weren't aware of how to return things, I think most of our patrons have have done this long enough that they've kind of gotten into the cycle but I am very very well aware that we asked people to hold on to things for a long time. We had people move away in the middle of the pandemic. They're like, I have these books, you're not open, what do I do with these things? So we were able to do some some individual things for those people who contacted us, but there may well be people who just never contacted us so there's going to be some of that. It's just, I think two years from now there's going to be a period of weirdness that will be like, oh that's in that period we have to take a different look at that.

M. Redmond: (1:24:06) I'm just I just am saying if we if we lose \$5,000 in fines, I don't want to lose sight of maybe we have 10 or 15 lost books that we should, that we're trying to bill for and like let's stop focusing on the fines if there's receivables for books. I mean it's, I'm not saying that's what we need to do but it's it's something that I think the board should be kept aware of if it becomes any kind of a material issue.

G. Kirkpatrick: Very good and I think right yeah I I'm far more concerned about people who lose or damage materials than I am about the about the fines in your random material.

T. Choppy: (1:24:41) Can I can I just say something about that now? um Recently, um I I think around December-ish we actually put a line item in the revenue section for lost books that are paid. It used to be a contra asset. um When we would receive money we would debit the expense of books but now it is strictly going into a revenue stream so um every month you can see what we've received in payment for lost or damaged books.

M. Redmond: We don't have a receivable book for the billed and unpaid do we?

T. Choppy: I don't have it. Um, I believe there must be something on Sierra where they, because I don't have access to Sierra

G. Kirkpatrick: We know what that is, yes but no we don't we don't book it in the financials now.

T. Choppy: (1:25:33) Right it's yeah it's not in the financials but I'm I assume Geoff that it is something that you can look up yeah

G. Kirkpatrick: We know, we know what it is. You bet.

L. Scoons: So Geoff, at your director's meetings, has it been discussed at this point by

(1:25:41) Upper Hudson? It hasn't come up at board meetings, but in terms of what kind of guidance is coming forward to the libraries is there any consensus forming in terms of

G. Kirkpatrick: As far as fines?

L. Scoons: As far as fines, yeah, ha ha ha

G. Kirkpatrick: Yeah, like herding cats, right? So I think most like, right, most libraries are not, are not assessing fines right now even if they're being into the system they're being um cleared out. There will not be a unified, I can I can guarantee, I will be stunned if, uh, if we come to a point where we say, okay all the libraries who charge fines, which we already weren't at consensus at, will turn them back on on a certain day. Albany doesn't charge fines so; this is no different from them than they're at normal business practice as far as fines are concerned. So um, there are many libraries like that and there are libraries like us and I think it's um you know, I think it's worth discussing is what level of normalization would we need to see before we would feel comfortable assessing fines to our public and I think that's you know, I think Mark's on it with some kind of you know, I'll pick a target, target date, uh, that would be very um soothing to our public if the board were just to come out and say December, November first whatever the date is um that we can shoot for it as a target date.

C. Wijeyesinghe: Um, I have a question Geoff. You had mentioned about the adjustments you could make. So for example, on a two-week book, you know one of the two week long books, can you make an adjustment so that the, uh, return, the checkout period is actually 17 days to accommodate the two or three days this could be sitting in the shed or is that the kind of adjustment you can make or is there something else?  
(1:27:06)

G. Kirkpatrick: We can, uh, we can make that adjustment, though that um, doing it from a system level, as opposed to an individual level would be a little bit complicated but doable. um The way we would, uh, imagine it handling is that we would, uh, adjust the grace period days but unfortunately the way the system works is we could say we're gonna give seven grace days. So we're gonna, there's a due date and then there are no fines assessed for seven days after that item comes back however the way the system works is if it's returned on the eighth day eight days of fines are assessed it's not one day of fines on the eighth day. You know what I mean? If it's returned after that um, so we can accommodate our, uh, we can accommodate our quarantine period, give a couple extra days just to be sure there's a weekend or something we want to make sure that people don't miss it um, back date check-ins to the last open day that we had, but they're still going to be um, that's just a set, that's just the way the system works and there's not a way for us to fix that. So, there's a couple different ways we can attack this we can get creative about it. I think it's just um, we need to start getting, getting that built into the way our loan rules are looking.

C. Wijeyesinghe: Okay, thank you.

M. Kissinger: Other thoughts on the fine policy? I mean, I think, I really do think we should set a target date even if it's, even if we don't publicize it right away. Um, just so we you have something to shoot for. You know, I mean I, I don't think, you know, we are, you know, we're not doing weekend service at all. Um, where we,  
(1:28:34)

where we had, we at least Saturday service in the summer, we were doing, it's reduced understandably. I think it'd be okay to say, listen we're not going to do fines until December 1 at the very earliest, um, you know, I mean-

M. Redmond: I'd put your deadline before the holiday season. I'd, I'd go with November 1 just to get it done before the holidays rather than in the midst of the holidays.

M. Kissinger: Yeah, that's fine too. That, yeah, November's fine too. Yeah, I just want, I think you should just kind of have a target date that we work with so you guys can plan and then we can get word out when we have to, um, really a lot of time. Make sure we explain the 96-hour thing, you know a couple different times, couple different ways and explain that um, uh, we're not gonna, you know, we're not gonna do fines until November 1 if that's the date.

G. Kirkpatrick: I think that would be reassuring to a lot. many members of the public.  
(1:29:40)

M. Walsh: And, I would tell, I would market it or advertise it get the word out as soon as possible. That it's, you know, it's coming up.

G. Kirkpatrick: Well listen, if conditions change, you can always, the board can always kick that date further back but-

M. Kissinger: Right

G. Kirkpatrick: I think having a date that it's not before would be very reassuring to people.

M. Kissinger: Okay, other, other thoughts on that, um, on the board level or staff level?

M. Redmond: Do you need a motion for that?

L. Scoons: Yeah

M. Kissinger: Okay, um, yeah. Do any, does anyone want to move that? I, I can move it.

M. Walsh: I'll, I'll make a motion to reinstitute fines on November 1<sup>st</sup>, 2020.

M. Kissinger: Great.

M. Redmond: I second.

M. Kissinger: Michelle. Mary, thanks. Any further discussion? All those in favor, please raise your hand. um Any opposed? Abstentions? Okay, motion carries. So, November 1. We'll, we'll use us as the date.

M. Redmond: Maybe we could leave this item on the agenda every month and just get a quick update whether there's any changes. Just something really quick, so we know where we're going with it.  
(1:30:40)

M. Kissinger: Yep. That's a good idea. We'll note that. Definitely. Okay, great. Emergency Authorizations Geoff?

G. Kirkpatrick: So, yeah. So, back in, um, May, um, the board authorized, uh, the, the ability for me to change certain policies. The patron conduct policy, the borrowing policy, the library card policy and the library safety plan. So, that ends at this board meeting. So, when we made that decision, it was at the end of the August board meeting. The question is, is that something we would like to reauthorize and continue and then what time frame would that would that would you like to continue that if you were to choose that?

C. Wijeyesinghe: Do you need it?

G. Kirkpatrick: I think I might. As we're, uh, we're going to be discussing the reopening of the building and there's going to be things in it like, um, that masks are required to enter the building. I think that's not in our, in our patron conduct policy and I don't, it's difficult for me to have to come, well, it's difficult for the library that

we would have to come back to the to the board once a month to, to reauthorize that, so, um-

M. Redmond:  
(1:31:51) Can we do that reopening discussion first before we have this discussion?

G. Kirkpatrick: Absolutely.

M. Kissinger: Sure, yeah, definitely, yeah, we'll pen that for the reopening. What you want to do, let's do the reopening now that we can come back and, or do want to do the Wi-Fi piece quick?

G. Kirkpatrick: I think the Wi-Fi piece is pretty quick. We'll know, um, right away. On page 31, we have, uh, a quote from Adirondack cabling. We worked with them to provide the wiring for, um, the equipment that's necessary to provide Wi-Fi at Five Rivers. Um, it was less than this because the, in, the conduit was less complicated and the run was shorter. So, that was, um, in the \$4,000 - \$4,500-ish or so, totaling that, to get that going. It's a one-time cost to get, um, that equipment put in. Because it's not our building, we can't just run Ethernet cable it has to be run in conduit and done to the specifications of the of the owners of the building. So, um, we don't have the ability to do that sort of professional wiring. So, um we contract that out. So this is, uh, the question to board is, um, would you authorize me, because it's over my authorization limit, to, um, have Adirondack Cable come in and install the necessary wiring so that we can put Wi-Fi over at, um, the, cover the playground over at town hall to give us another area of Wi-Fi coverage outside the building.

M. Kissinger:  
(1:33:18) So, I do have a question. So like, why wouldn't the town do that? But um, but that's fine. I think we talked about making that Wi-Fi available as much as possible. Um, so, at some point we should talk to the town about, you know, a reciprocal deal there. Um but, uh, so this would allow the Wi-Fi people to go to the playground and use the Wi-Fi of the library-

G. Kirkpatrick: Correct.

M. Kissinger: -into the parking lot as well, I would assume, somewhat in the parking lot.

G. Kirkpatrick: Probably. Some cover, that side of the building and then it would probably go over to the parking lot. Um that, we're going to run, we're going to run it over to that side of the building. Because what has to happen, we're not going to drop, the proposal is that we wouldn't be dropping a new internet line into the town, we'd be bridging from the library's existing Wi-Fi. So there's no monthly ongoing cost for this. There's not a new, uh, internet service, it's that we bridge our internet service over there. Um, similarly to the way we have, we did drop a line in at the town pool but then we bridged to cover multiple areas at the town park. We bridged that out further and further with equipment. So, this run goes from one side of the building that faces us, that allows them to repeat our signal and then get it outside on the other side of that building.

M. Walsh: I think that's a valid point though, Mark. Why, if there's been shown a need to have Wi-Fi at the town park playground, why is the town not paying for their own Wi-Fi?

G. Kirkpatrick: Well, so, so to just break this down a little bit, um, the, the providing Wi-Fi into the community is one of the services that we like the library to be providing. Um, that, so um, that so, that that's first. And, and um, the town is not set up to

be able to provide public Wi-Fi, to provide Wi-Fi to the public. That's not their mission, it's not what the town does. They have their own IT infrastructure that is internal to the town. They're worried about things like the police and, um you know, in town operations. So, when we worked with them at the, um, at the pool first, at the town park, we, the library provided that. So, it's a popular service. People like the fact that our, um, that our Wi-Fi is out in the community. Um, I think it's another area, we try not to provide Wi-Fi in places that create gathering but rather serve the people of our community that, um-  
Already gather, yeah.

M. Kissinger:  
(1:35:44)

G. Kirkpatrick: -that are already gathered there. So, that's another place that we could do that and again because, we don't, there's no, there's not a high ongoing expense because we don't have to have a new internet drop there. It's using our existing internet dropped from the building. So, it's um, the mission of the library is to provide information access, this is one of the ways we do that. The, the one-time expense, we could have a discussion with them um, about, about that but the library has traditionally born those costs. This one is just a little bit higher because of the complexity of the installation.

M. Walsh: Okay, thank you Geoff.

H. Narang: Yeah, if we're paying for the service and that's I think consistent with our mission. It seems like they could at least share the cost of the installation, if nothing else-

G. Kirkpatrick: Okay

H. Narang: -they're getting the credit for it, so to speak

L. Scoons: And I assume they don't have Wi-Fi in the town hall building or do they?

G. Kirkpatrick: I don't know if they provide it in to, for their, for their meeting rooms. I don't, I wish I knew the answer, uh, that would be a good answer. I don't have that answer. I know that they there was a desire to provide it at the town park and that was not, not going to, to go unless the library was the one to provide it. So, um.

L. Scoons: But in this case, wouldn't putting it in benefit the town hall also because they'd be able to tap in?

G. Kirkpatrick: I, I don't know. Considering that building I'm not 100% convinced. We are absolutely not wiring this to provide, uh, Wi-Fi on the inside of that. That's, there may be circumstantial Wi-Fi that is available in that building in certain areas, but it's not our um, mission to provide Wi-Fi to the whole inside of town hall.

C. Wijeyesinghe: Hey, can I ask you a question? Is this a, is, you said it's a one-time cost.

G. Kirkpatrick: Yes

C. Wijeyesinghe: And so, this is for multiple years or is it a yearly contract, what, how does it work?

G. Kirkpatrick: It's a, it's one time. This is wiring. This is the, the, the wiring, to put the wiring in the building that allows us to transmit our signal over to the other side. So it's not a, the ongoing cost of the Wi-Fi is already included in the cost of our Wi-Fi that we have for the library building. So it's just, because it's so proximate to the library um, we could probably get to the same thing by putting enormous tower

on top of the library and then broadcasting our Wi-Fi signal out with a very strong um, Wi-Fi repeater. It's just that we're not putting a tower on top of the library. So um, this just allows us to bridge over to their building, shoot through the building and then have a hot spot point on the outside of the other building. So, it's equipment installation basically-

C. Wijeyesinghe:

G. Kirkpatrick:

Correct.

C. Wijeyesinghe:

-like wiring and, uh, right, okay, thank you.

M. Redmond:

While I agree philosophically with um, asking the town to share in the cost, I, I think that asking the town for \$3,000 at this point in time, when they are probably taking a significant revenue hit on the sales tax line alone-

M. Kissinger:

Yeah

M. Redmond:

-in their budget, I, I think it's asking them a question that, they, they just simply cannot say yes to. It's \$3,000. I think that we either want to do this at the playground or we don't. Believe me, I agree with you philosophically, but I think the timing is poor to raise that question.

M. Kissinger:

And it's, I just I don't want them to take credit for it, that's all, too.

G. Kirkpatrick:

I mean, I think, here's the deal um, there's, there's, there's a lot a credit to be had, right? So, this is an extremely popular service. It was when we provided at the pool. Um, I had a lot of contacts from people who never stepped foot in the library and the one service they get from us is, oh I saw free library Wi-Fi at the town pool, thank you so much. Unsolicited thanks for that, so it is, it is a service that is absolutely appreciated. I think, right now, it was one of the primary physical services that the library provided while the library was closed. Um, we provided Wi-Fi out in the community. If I could have Wi-Fi everywhere in the community I would, um, but that's not within our power or our mission to be able to do so. Um, I think philosophically it's, we want to have Wi-Fi signal for the public-

M. Kissinger:

Right, everywhere.

G. Kirkpatrick:

-out there and the question is, is this an acceptable cost, a one-time cross, for us to be able to bridge that over and put that over a town hall.

C. Wijeyesinghe:

Sure. Um, not knowing too much about the background of it, but I would, um, I'd say yes this time and then if, if we're going to be setting up other spots, I'm not sure where they might be, that we pursue some collaboration, um, and maybe there's a little plaque outside the place saying Wi-Fi provided-

L. Scoons:

They say signage is good.

G. Kirkpatrick:

Yeah, the nice, the nice part is that the, the system broadcasts out as "Free Library Wi-Fi," that's the name of our internet connection. So, it really advertises itself, but the town was absolutely happy to put a sign up at the town pool that said, you know, Wi-Fi provided by Bethlehem Public Library so they-

M. Redmond:

We're all part of the same town.

G. Kirkpatrick:

Right.

M. Kissinger:

Yeah, exactly, right that's true.

M. Redmond:

I make a motion to, um, approve the payment of the invoice to Adirondack Cabling to enable the, um, run the lines for, uh, free wireless, um, over in the, um, playground by town hall.

C. Wijeyesinghe:  
(1:40:57)

I second.

M. Kissinger:

Okay, great, thanks. Any discuss, further discussion? All those in favor please raise your hand. Uh, any opposed? Abstentions? Okay, motion's carried. Thank you. Okay, so um, let's get into the, uh, reopening discussion I think at this point and we talked about the long-range planning enough. I think they talked about the filters-

G. Kirkpatrick:

Right.

M. Kissinger:

-into the reopening public discussion.

G. Kirkpatrick:  
(1:41:24)

Okay, so basically, uh, we saw in my documents on page 32 in the board packet, this a couple foundational questions, um, how that gets implemented I am perfectly happy to do once the, the, the assumptions are there, the practicalities about how this gets implemented I think we can do very quickly, but one of the questions my first foundational question from which a lot of this bridges is, right now um, and, uh, as soon as we opened we were, uh, trying for maximum redundancy. We imagined that if a team went down, uh, we started with three teams, quickly found that that was untenable. Um, there's simply, a third of the staff is simply not enough people to do anything with, um, and so we moved to two teams um, where half the staff is on one team and half the staff is on the other team and they don't see each other. So, with half the staff, we are not able to provide service from 9 to 9 we basically, if you look at the hours of curbside pickup, generally speaking, that's based around a single shift. That shift being 11 to 7. There's a little bit of a variation depending on which staffers are 10 to 6 or, uh, still do some 1 to 9, um, to cover some of the, the evening work and work before we open but basically that 11-7 was identified as the single shift that if we had to provide service across um, to our public, allows for some evening hours early enough in the day and, and so there's a lot of questions from the public. Like they said, why is it that you're not 9 to 9? It's because with half the staff I can really only establish, you know, do one shift in work at the library. There's just not enough people to cover 12 hours a day. So um, if that is philosophically important, do we feel that that that level of redundancy is necessary, given our current circumstance. Um, then, then that, from that drives some, some procedures about how we would physically begin to reopen the library for browsing. So lots of organizations are there already. I think we can be there fairly quickly. The browsing experience is not going to be the same that people are used to having in the library. It's going to be a different world when people come back into the library. It's okay. I think most people understand that, but um, but adding services right now with half of a staff is not workable without being able to drop something off and that was Michelle's point to say, you know it, you know I was surprised to hear that people didn't want curbside to stop if we opened the library.

[1:43:56]

So, we opened the library I think there's a significant portion of the population still would want curbside to exist. So um, you know, curbside is a lot of work. I would love to never do another curbside drop off again. Um, you know, so, so given that, is that, is that, those two teams, is that still necessary, is that, is that

um, necessary for going forward. That's my first foundational question. I need some guidance from all of you and that's why we put that in the document. The second is, um, or do we staff to some, some staffing level that we need. How do we, how do we get to, say, you know, there's a maximum cap the number of staff that are anytime in the building? You know, lots of our staff, there's a lot of staff people, but many of them are very, very, very part-time, right. So, they're all over the schedule and they're, they're designed to allow us to cover 12 hours a day um, and seven days a week. So um, can we bring in more than, you know, that we, we lose the separation of those two teams and allow for, um, if it's not 9 to 9, maybe it's 10 to 8 or some kind of larger coverage of our traditional hours and um, and those services. So that is, um, that's my question. That's the one that, that, uh, if we know the answers to that, then I, then I, a lot of the answers about how we go about reopening just sort of naturally fall into place.

- H. Narang: I guess Geoff um before we talk about how we staff it, I guess what are you viewing right now as the most important services to try to to relaunch?
- G. Kirkpatrick: Right. So the the-- by numbers, the biggest demand service that people want is to be able to come in and browse the collection and check out their materials in the library. Um for all that book bundles are great, and pop-up is great, and curbside pickup is incredibly popular; it does not replicate that service. One. Two is the the computers; right, so the physical access to the computers in the library: Printing services, faxing, copying and we'll bundle all the things together and talk about sort of physical in-person IT things. You know it's great we just talked about the Wi-Fi; having the-- people were using our Wi-Fi and have been since March, great, if you have a device. Those two things are a little bit in tension right now, where where should our focus be.

Um I think those are the two physical services; the easiest physical service for us to provide would be simply to open the doors to physical browsing. I think we could uh easily limit to some number, different libraries that are like us around the area have um established those limits, and we would just establish a limit, a number of people that are allowed in the building at any given time and come in and browse the collection; much like going to the grocery store, you come in, pick out some books. I think um you know one of the things we lose from that, is right now we have a pretty tight control over hand hygiene for our staff. We know about washing and sanitizing our hands and making sure those collections, we accept that if we open the doors and people come in to the collection, we are accepting that cross-contamination, even if we try to say, 'if you touch a book put it on this cart,' we quarantine that item and shelve it again in 96 hours; we just accept that uh we you know service transmission is not the biggest mode of transmission uh in the libraries and we or we just accept that cross-contamination is going to happen. It already happens a little bit but we don't have as tight control as we have right now, that it's harder to establish hand hygiene um with the public; right, so we wouldn't have a health screening for the public like we do with the staff as they come into the building so um

that's the easier service to implement.

A more complicated service is the physical computer access in the library; certainly can be done um in ways that [unintelligible] that, unfortunately the problem with that is that the folks that are using the computers will be in the library for much longer periods of time. So, imagine a two hour 'come in sit at the library, use the computer,' for an hour or two hours, there's a long time to be in there um and then we have really quite clear physical contact with mice and keyboards. A bunch of different ideas about how we would handle that; from anywhere from saran wrap to switching out keyboards and mice and then making sure that there's some time in between each of those appointments to allow for us to wipe down the system, uh to wipe down the the mice and keyboards and printers and all of that.

But there's-- I think we can handle the practicalities of that but the level of support that people need on the computers make social distancing with the staff from folks that are using the computers very difficult; so um, you know we are used to being able to if someone's on the computer and they're having a problem which many people are which is why they're using the computer in the library, right, um we come up sit next to them we say, 'oh I need to take over the mouse and the keyboard for a minute,'

(1:49:03) doing that from six feet away with a little pointer um is going to be more challenging. And we are certainly not going to be providing the level of service uh for support for those that maybe, um if not maybe, that we are used to that our patrons are used to getting for those services. So I originally had conceived that it would be computer use as the thing that I really can't duplicate in any other way, you put Chromebooks out um and those are those are finally out and and available and they're running around in the community; that's great, I don't know that that replicates a supported, fully functioning computer with printer and a staff person that is able to help and assist um but I don't know that we have a way to provide that level of service right now um you know and so that was-- we originally thought we would just open up the lobby of the library; we have the computers, if you come by the library they're out in the lobby right now cus we said it will open the lobby for the computer and support them out there.

A) The airspace is tighter in the lobby and B) how do we support, how do we do this level support that we want to provide for different people that's a that's a big question so um, I mean those two --I'm sorry-- those two services are the services that are I think most desired.

C. Wijeyesinghe: Could could you do it in phases and do the browsing first and then see how that goes, how the staff works and then phase in, if it makes sense, the computer use after and perhaps fewer computers or however you decide to maintain them. But could you do it browse first and then computer use second?

G. Kirkpatrick: Absolutely and I think that's um you know, so I I think uh I had a brief discussion about this with uh Mark and Michelle last week as we were setting the agenda and I think it's a good discussion for us to have now. With curbside being as popular it is, I don't think we can do curbside at the same time as we are having people into the library browsing. um, people get stuck in our parking lot, if you get caught in a large curbside time, I don't know if anybody's ever been stuck in the parking lot when our—we're backed out onto Borthwick, that happens, so um I think those two things have to be at mutual mutually separated times.

The question would be, and I think we can answer this pretty easily, do we separate it by time and we would say, 'oh browsing is available in the morning from 9 or 9:30 to 12:30 or 1 as we approach and then curbside takes over from 1:00 to the rest of the day,' um do we divide it that way or would we say, 'um Monday, Wednesday, Friday curbside. Tuesday, Thursday is browsing,' um I don't know what's--- all of these imperfect solutions; someone is going to be extremely angry and disenfranchised no matter what we decide but I think we can make those decisions, I just think it's it would be very difficult for me absent just switching out a couple days a week to do browsing with the current staff if we want to have those two teams and continue that um that level of redundancy in the staff; you know, there's no there's no reason we have to have that and I think the staff that are there that are on team are really working very hard and I think all of us are exhausted by the time we're done with that with that week so it's um it will be easier on us if we staff to a level uh to a level of staffing but we we do lose that separation, that redundancy in those two teams so let's just---

M. Redmond: Can I ask—Can I go back a step?

G. Kirkpatrick: -- yep

M. Redmond: For the libraries that are open, are they do they have um differences in their building structure or something that that makes it more conducive to opening what are what are they-- what are they doing how-- is there anything that we can learn from their models?

G. Kirkpatrick: Oh, we're we're in consultation with them a lot; so uh the closest uh models for us of course are the East Greenbush Library and and the Colonie Library. I think we can do that any of-- any or all of that: you can do appointments; you can limit the number of people that are allowed in the library, we can handle that very-- that's those are almost more simple than um how many staff people do we want to have in the building at any given time and that's-- that I think is the that's the hard question, so I think we have a lot to learn, I think we can do it safely but you uh all of you except for Charmaine have been uh toured through the library and able to see the density of the staffing areas. Staffing uh was never really designed into the building that exists and the complexity of providing a socially at all, sorry, at all socially distanced workplace for the staff is

really going to be a major challenge going forward,

(1:53:49) M. Redmond: Okay, all right that so that's the big challenge is the density of the staff...

Redmond:

G. Kirkpatrick: -- yeah

M. Redmond: If we can go to a full team to be able to provide the additional services; okay, now I'm getting now I'm getting the gist, I really was not making that connection.

G. Kirkpatrick: Sorry, that's that's my fault; yeah it is-- um that building, uh if you think about for those of you that have been in the workroom, uh back sort of right behind the Circulation Desk, there's cubicles back there and people are right on top of each other and that is where that work, much of the work of Circulation happens back there; already when we're doing curbside and you can imagine where the hold shelves are right behind the Circulation Desk and the back side of that wall and down on another wall and down uh two more walls now, um it's a fiction for us to say that we're socially distanced when we are providing curbside service. We're masked, that's what we do as opposed to that but we're definitely closer um than than we ought to be providing that service. There's just no way for us to do that; we're trying to be as safe as possible but we're we're packed in there.

So, in order to provide service from 9 to 9 or to do what we're doing plus add computers on in the hallway, that was the thing that kind of finally broke me was, I can't do that with the levels with half the staff that I have available and many of them are part-time; they're not available, they have full-time jobs other places so they're kind of evenings and mornings and different places-- um I can't do it, I can't add services right now with half the staff. So, the thing that would have to go is that those two teams; and right now, rates are low so maybe we say this is not important, that's why you saw my recommendation is that we we staff to a level, a density that we're comfortable with of the total number of staff people in the building but I can't do that and have people separated into two teams that are completely mutually [unintelligible] that is just um it's great, I I can't make that work. I can't I, literally for the people that are in the building, I can't get there's no more there's no more juice to squeeze from that; I need more...

M. Redmond: Let me ask this question: Where we are now, are we in phase two of of the plan that we put out there way back...

G. Kirkpatrick: yeah, we're still--

M. Redmond: it's way back in our lives now, way back we had a phased plan for reopening.

Are we fully in phase two now?

G. Kirkpatrick: Yeah, we're fully into that curbside, yeah--

M. Redmond: Okay so theoretically, we would want to go to phase three. Was phase three supposed to be where we were opening the building?

G. Kirkpatrick: I think that's that's the next; and again, world's different than when we wrote

that document, but yes, I think that next phase where we begin to open up the building, I think we thought that was going to be a lot faster than it ended up being but um that is right where we are. Malls are open, right, it is it is people are more people are comfortable, not everybody, more people are comfortable being in in gathering spaces like that but you know, that's exactly the the nature of the question is that a library is a is a congregator so um something like public meetings or tutoring that's not coming back, shortly. That's not that that's not in my next phase, right, um you know and there's going to be implications to that as the schools begin to reopen as well, right, the sort of the library as hangout spot, I love. Community space, community gathering space; this is more library as grocery store. There's things in there; you come in, you get your things, you go to the checkout desk, you check them out, you leave. That is the library that's envisioned for this next phase.

M. Redmond: All right, well I think what I hear you saying is that with curbside being important, and we don't want to reduce that, we have a lot with eBook content; I I think I hear you saying that to move forward with browsing and/or computers there's virtually no way to keep two teams.

G. Kirkpatrick: That's correct, and that's why you saw in my recommendations that we go to a fixed number of staff people and and back into the number of the density of staff people that we want in any given given time in the building, so...

M. Redmond: So we make that, we make the we make the leap to um the one level of staffing and then the next um, I think what I hear you saying, is the next challenge for you guys is how do you lay the staff out to do coverage; are we and are we still uncertain whether we're talking about five days a week, seven days a week, we're talking about a full complement of staff and how do we spread that in a way that's safe and yet provides mixed service times to the community.

G. Kirkpatrick: Correct and then and then one of the numbers I need to know is as we reopen to the public um how does it in fact decrease the demand for curbside pickup, will people in fact come to the library and come in and check their books out as opposed to using curbside pickup? That is a number that I do not have, and we will need, and then we balance those services. It may eventually get to the point where we say, 'up curbside service is just Thursday afternoons,' you know maybe it's just that's that's when we do...if we got to that point, we might be able-- we well might be able to provide curbside as it also ran to our regular services but right now, I don't know that so um...

(1:59:13) M. Redmond: What do we want to provide with browsing? Okay cuz it-- Is browsing literally like, 'you can come in for an hour, we're really asking you to leave after an hour,' or is it open for anything, it's okay for you to browse, pick up a book and sit in one of the chairs and read for three hours what--- I mean we're not going to be police, I get it but what are we looking for the public to do with browsing?

G. Kirkpatrick: Yeah yeah there's no chairs right so the the they're gone,

M. Redmond: ---okay---

G. Kirkpatrick: so the-- not a space to come in and exist. This is a space to come in, perform the tasks that you need to perform and get out, right, so um so that is that's the live this this next phase of library you know it's it's like going to the coffee shop used to be come in, sit down in the coffee shop hang out with all your friends and now it's get in there, get your coffee, get out and go and that's the model that we would be reopening. That's I'm saying this is not going to be the regular experience that people are maybe used to having in the library but we uh absolutely I think we can provide, um you know there aren't big COVID outbreaks right now happening with people in grocery stores and I'm imagining that's sort of the model we would be under; people will come in, do their business and then leave the library so um I yeah...

C. Wijeyesinghe: yep... I'm sorry yeah my sense is you wouldn't necessarily give people a time limit but you keep count of who's in the building, you take away every single chair possible so that it's the understanding that you do not, you can't socialize basically, you're here to look at the collection and uh and that you know the staff may be in a position of you know just intervening if there's some social distancing, if people start, I don't know that's up on on your decision of how people address people who try to gag and or talk, excuse me, talk too closely or too long with somebody but um yeah, my sense is the chair every every surface that people could linger on in any way shape or form is gone so that they, yeah.

G. Kirkpatrick: Correct and that's where--um right now that was one of the challenge, I don't want to out the library, one of the challenges at the library that's similar to us, some libraries that are similar to us, is that um the challenge for the staff has literally been micromanaging the behavior of the public as they're coming into the building and they've thought they weren't going to have to and have to, right, so uh, 'is your mask in fact covering your nose while you're in the library,' and then having those interactions with people as they're coming in and absolutely limiting that to um you know limiting the number of people that come into the library; I think we would start with ten uh ten people in the building at any time come in, you know um get what you're gonna get, and then and then get out.

I would love to not have appointments; many library events have instituted appointments, I think that's kind of onerous for people and that's basically just a way to say, 'I'm not interested in you coming in,' but um then if you don't do appointments, then people will end up waiting outside and um that also tends to annoy people. So, all of these things will annoy somebody but it's just um I think there really is um some significant level of demand on the part of the public to come into the building, I just wanted to discuss with all of you the-- really it's the staffing challenge, it's how can I provide coverage for anything like a normal schedule that would allow us then to have browsing either on certain days or certain times of certain you know certain times of the day every day, yes?

M. Walsh: Well I'm just wondering wouldn't it be possible to do something where you had

Team A come in for four hours and then Team B come in the second four hours so you get your eight-hour day or does that not work because some staff does... would that work?

G. Kirkpatrick: Yeah, we can cover we can cover a single shift, so that eight hours we can cover very easily and that's sort of what we're doing now; it's the twelve hours that makes it-- it's when you add that extra shift so even--so no one person covers twelve twelve hours in the day, it's those other four hours that um that's the that's the challenge where we can't do that with half, I can't do twelve hours a day, five days a week with half the staff. The part-timers are absolutely integral to covering those evening shifts if most of the full-time people are in during the day and a few of them are working at night; those part-time people are absolutely integral and if the Wednesday night person is on Team B that doesn't help me on when on on Team A when it's Wednesday night, right, so there's only one person that's why I was saying in my plan, we would have the part time people come in and work their schedules and then staff to a level um and some people...

M. Kissinger: I mean you could change the schedule library to be not a twelve-hour experience right,

G. Kirkpatrick: -- correct

M. Kissinger: so, you could say we're open at 10:30 or 11 and then we're going to close at 6 or whatever and then and then maybe have one night where you open at noon and you know go later or something, you know you can-- I think people understand it's it's different now;

G. Kirkpatrick: --yeah--

M. Kissinger: So,

M. Redmond: ---well, let me ask a question though---

(2:04:01) M. Kissinger: I'm not convinced we need my opinion, I cut out from it I'm sorry, but my opinion is that we-- I don't think we need to open the library yet, frankly, I think we're-- I think we should wait another month frankly before we before we do anything frank that's where I am on it but...

M. Walsh: I anticipate a lot from the public especially when the school opens and the library doesn't I I think that we're going to hear more and more from patrons and asking why other libraries in the system are open and we aren't; we have one of the largest buildings um and two with like I said with schools opening and kids needing books, materials I don't know I I just think you're going to hear more and more from the public that uh...

M. Redmond: So this is it's it's not that they-- I'm hearing the same thing too, I saw it on Next Door over the weekend and the issue is they don't know, they're asking why, they're not being argumentative for the most part, it's like can you explain to me why; other people get on and say, 'all I can tell you is it's very complicated,' you know that's why I was saying like I-- for me, the way I think, I need to see a chart; show me the services, show me, you know, before this is what we have for E-content now we have this much more, before we never had curbside

pickup, this is what we have.

I think if you put down what the things we had before and the things we have now, how you used to get-- somehow give a correlation and show what there is and give them an explanation of why we're not doing it yet and that will help us make the decision about opening.

C. Wijeyesinghe: Yeah, uh one thing I saw Geoff in your your report or your summary here, you talk about twenty-five people, is that the people that the number of staff you would need?

G. Kirkpatrick: --staff people

C. Wijeyesinghe: 25 max, so again being new still I-- what I was-- what I would feel, I will only suggest, what I feel is if you feel like you want to attempt some kind of opening that you do it with the twenty five people, it's up to you how do you finagle the schedule I-- it's not it's not my gig I don't know how to do it; I don't know what you would be covering with it but up and making sure ensuring the safety of those staff and I would suggest you do um some kind of browsing uh preliminary browse opening you know for, I would definitely not do twelve hours; I agree with Mark I don't I think-- twelve hours is very um generous at this point but attempts something, some set of open hours and then you figure out how you want to balance it against the curbside whether it's every other day or a certain number of hours but give a reasonable number of hours to start with a staffing level that you need to keep everyone safe but keep the library open and and try it; but I wouldn't do the computer thing, I would try the browsing thing first. [cross talk]

M. Redmond: All right because here's the part I'm still struggling with a little bit typically in the summer, we would be open six days a week we're not usually open on Sundays, okay, and that's that's through August okay and this year we actually put it in through the first week or two of September because of where Labor Day falls so typically it's six days a week right now and we have between full-time and part-time staff theoretically we have staff pre-COVID, pre-curbside to cover six days a week so I don't understand, I'm sorry I don't mean to be argumentative, how are we struggling to cover like forty hours a week; how do I go from six days a week, twelve hours a day to I'm struggling to cover 40 hours?

G. Kirkpatrick: Right so the-- so the struggle is that we've cut that staff in exactly half, right, so there's half of them over here and half of them over here and they don't see each other. There are staff people I haven't seen in five months, right, so they are supervised, we talk on Teams with a lot of communication but I haven't physically seen them because we decided in the beginning that having a separate, you know, having a redundant team should one whole team get taken down and have to quarantine for two weeks, that we would be able to continue to provide the services of the library.

So, um that's the challenge and again it's the-- it's that the Wednesday-- the Wednesday night people may be on Team A and then uh some of the other

folks are on Team B so it's that it's that firewall that if we didn't have the firewall, I think we could figure out what the level of staffing is necessary to provide the services that we want to provide very easily but we have to have more just more bodies in the library at any given time to be able to provide those to provide those services; and um so that in addition the reason people are so very tired is um one of my staff members said, 'I can tell whether it's a slow day because it's between 10,000 and 12,000 steps busy, a regular day is between 12,000 and 14,000 steps and a busy day is over 14,000 steps,' so it is um because we're providing a—you know curbside is literally so much, every every checkout is um there are no easy checkouts; every checkout is a difficult made by hand thing and that is the level where it's curbside that is that's the work carry-- physically carrying..

M. Redmond:

So, we have staff really,

G. Kirkpatrick:

--Yeah

M. Redmond:

it's not sufficient to cover curbside and that's what that's what I think I'm hearing half-staff is-- I mean the only reason you're at that staffing level for curbside is is is because of the safety issue, which I'm not saying that's the only reason that's not important um,

G. Kirkpatrick:

--Yes

M. Redmond:

we don't have enough staff to cover curbside.

G. Kirkpatrick:

Correct, and and maintain that separation in teams; those two those two mutually exclusive teams, we're doing it right now but um we are asking a lot of the people that are that are doing it. They're they're they're hustling. So, um so that's the that's the the question, I can't I can't do what we're doing right now and say, 'oh and then open up the whole mornings, open up and allow some browsing in the morning and then keep curbside going until seven or eight at night,' with those two teams.

So, it's I think we can we can do this either way but the the philosophical question I need to know is is that is that an interest and a value to the library to continue to have those two teams. If it is, then we could very easily institute uh some rotation of the allowing browsing in the library and no curbside; so we would do curbside on some number of days and um browsing on some other number of days and we could provide that service because browsing and checking out is super easy compared to carrying items out of the garage in the rain and taking those out to people; that is a super simple service and I think we could handle that actually relatively easy for some curtailed schedule but if we wanted to provide browsing in the morning, curbside in the afternoon and continue both of those services as we see um you know which of the services are important and covering for much longer than an eight hour shift is able to cover, then I can't do that at half-staff; there's no there's there's no there's not enough people, there's not bodies to stretch that beyond the sort of single shift that they're working now...

(2:11:10) M.

Okay wait a minute, can I can I just ask if I don't think this is what you said,

Redmond:

Bethlehem Public Library

Board of Trustees meeting transcription

8/10/20

G. Kirkpatrick: --okay  
M. Redmond: if we wanted to keep let's say the hours that we're open now let's say, that's 11 to 7,

G. Kirkpatrick: --yep  
M. Redmond: okay if we took the two separate teams and within those 11 to 7 hours we said, 'okay and 11 to 1 is browsing every day and curbside is um what would that be like maybe 1:30 to 7 every day,' if we split it and did it that way, would that give the staff some relief because they'd have some time with browsing?

G. Kirkpatrick: The hope is that as people would be able, those comfortable coming into the library and could come in and browse and pick up their holds at the checkout desk, they're doing the walking, so the hope is that that actually reduces the demand for curbside and that we sort of have a natural transmission um transition away from curbside to where that becomes a very minor service; but if we were gonna say, 'oh 9 A.M. in the morning we start with browsing and then we do that till 1:00 and then from 1:00 till 8:00 or 9:00 we do curbside pickup,' I can't do those ten or twelve hours; I can't do with the with half the staff that that...

M. Redmond: --Not extending hours, we could perhaps split the days or split some of the days,

G. Kirkpatrick: -- yes  
M. Redmond: to see where the interest is with browsing.  
G. Kirkpatrick: yeah; if if we want to keep-- yes there's absolutely ways for us to do that and I think we could do that; we absolutely could do that if maintaining that those two teams is a desirable thing and that's the question that I I really need all of us to be thinking about.

M. Walsh: -- I think---  
L. Scoons: I just wanted to jump in um I feel like the plan that we originally came up with with the two teams was a guess, right, I mean,

M. Kissinger: --right  
L. Scoons: we had no idea what curbside was going to be like, we couldn't have predicted that and I feel like we did made the best decision based on what we were sort of hoping would happen so also I feel like even if we all agree on, 'okay now it's fine to reduce you know the issue of the two teams,' we still aren't going to be able to probably adequately predict how people are going to behave in a next phase of whatever it is; I mean I think we have some ideas about people but you know it's hard to tell how people are going to act that have been at their houses for all this time, so I think we can make a best guess but I feel like we have to be willing to kind of recognize that doing that means that we have to be flexible and agree that it's time you know there are time periods when we need to look at things and say, 'oh this doesn't really work,' which I think is what you're doing now; um the two teams doesn't work is what I'm hearing you say um for anything beyond what we're doing right now and it sort of doesn't even work really right now so so I think you know even though I there's probably a mixed opinion across the board at this point, I think we have to at least address that.

C. Wijeyesinghe: Geoff, did I hear you say, and you may have said it in passing, that if you alternated days; for example, browse on Monday, Wednesday, Friday and curbside Tuesday, Thursday and not the twelve hours that you could do that with two just the two teams?

G. Kirkpatrick: I I think yeah, absolutely,

C. Wijeyesinghe: --okay

G. Kirkpatrick: -- yes.

H. Narang: Geoff, what would you have to do with the with the current service arrangement to make it manageable with the two-team arrangement, like what would we have to scale back in terms of curbside pickup to make it not such a heroic effort because that may be it too, right, it may just be that we are we have tried to to do too much...

G. Kirkpatrick: I think it's it's the the hope my hope would be and it's not the full reason but one of the hopes is that if we can open up browsing and get people to come into the library then that reduces the burden and need for the curbside, you know, and while there are some folks that are going to want to continue to do that; it's their comfort level, I think we we-- the expectation of the community that we don't back away from that service completely I think could be contained to the schedule that makes sense. Right now, it's the only service model that we have, so everybody's doing that and we could do a survey and ask people what they think um and try to we could try to suss out what those percentages might be but we can also just play the game and um and they'll tell us what what services they want they want us to be providing to them. You know. Um, I think we- think- there's enough knowledge for us to be able to in some reason- make a reasonable guess at how to run a library in a relatively safe manner, um and allow people in the door to do browsing. I think we- I think we know that. I think there's enough, um uh, experience around the system. I think around the country. I think we can borrow that in a way that, um, reasonably safe especially given the condition New York, um.

M. Kissinger: (2:16:30) What, yeah, so what's the trigger to shut it down? Right, so you know is it like a three percent transmission rate or a five percent transmission rate or is it a school trigger? Like what's the trigger? I mean Michelle's comment about the school is going to force you know demand because as the school opens up people you know there's going to be some additional demand for services. I still- I still think they can be mostly with curbside, but if you want to do- I mean my- I guess as long as we understand that if we're allowing people in the building there's a time, you know we're going to have to be able to get together and shut it down at some point if it's, you know, if we have outbreaks. Second is- is um, I think a lot of people aren't going to come into the building frankly, so I think, you know, we have an elderly town pretty much and I'm not sure people are going to go back to the library frankly. I think they like the curbside stuff you

know and I think we're going to know that yet it's going to be very- unless we studied this for like six months, which I don't think we have we're not going to really know what the patterns are going to be. Um so I- I- I- I'm okay if you re if you really carefully open the library or you do it one or two days a week to start, but I think it's going to be a- I think we just don't know what kind of reaction, you might be overstaffed, you might have no one there or a couple people there. You know? So, it's hard to know. I- I do- I'm totally okay with the going to- like not going to 12 hours though like I mean I think the 11 to 7 is fine and people think- people don't expect that open they'll ever be up until nine and open at nine. I mean I think that's- that's- I'm okay with that for a while you know. Although I would like to bring back in September or earlier like was Saturday just because I think you might be picking up- might be losing people that would normally come in the weekend. You know they normally come on a Saturday morning or come because they can't get there during the week so I would like to I would like to have a random Saturday worked in there at some point; to check that out too.

G. Kirkpatrick:

Yeah.

C. Wijeyesinghe:

I- I like Mark's idea of like the limited hours and I- then all- then whether you alternate overall for both the browsing and the curbside not the same time, um, and start out maybe fewer days browsing and more curbside. I'm not sure again that's up. I would leave that to you for your- your professional judgment, but I think- I think Mark's right I- I'm not going back to a gym quite frankly for quite a while and I think there'll be some people who used to curbside and will want to pick up their books, um, in their car and then there will be some people who would like to go browsing so I wouldn't want to tax your staff by saying we have to have both services at the same time, but offer each service at a different time for a reasonable amount of time to see what happens.

L. Scoons:

Geoff. (?) A lot of the staff's feelings about returning and opening up the building and-?

G. Kirkpatrick:

I think the staff is full of people and there are people that feel all the way across spectrum. There are people who are absolutely comfortable, who say get people back in here and then I can stop walking all day long back and forth with these bags of books, getting on the phone all day and doing that and I have people who are absolutely terrified of the library acting as an aggregator and bringing not just the staff, but also large numbers of people together. I think that's, um you know- I think we have all of that as I imagine every organization does. I don't think we're any different than it is. So, maybe we're a little bit more risk adverse than your average organization, um, you know I think we are- we are service driven rather than, um, you know profit driven, but you know we- we understand that there are services that we're not even providing right

now that kills us that that's true, but I think at the same time, um, you know trying to balance the safety of both the staff and the community, um, you know, uh, with people who, again across the community, have that same range of feelings. You know? That same range of the others 'I don't understand I just to- I just want to browse the books. I'd come in there tomorrow if you let me.' The people who are 'thank you for this, what I'm comfortable with', um, you know, make sure they don't want to roll down the window in their car and talk to the person eight feet away who's trying to direct them. You know, we have all of that. You know and we're trying to serve of those people.

H. Narang: Yeah, my biggest concern right now is for the people who are of the public who are comfortable coming into the library, the experience in the library is going to be so different than what it was before that you're going to spend all of your time policing them. Right? Don't- don't have- don't group with all your friends, right, from the neighborhood who you haven't seen in ages and have long conversations right? Don't- don't hang out. Don't. Don't. Don't. Don't. All of these things specifically to a group that is willing to do all of these things, right, and it's- I'm just not seeing the (?) frankly on- on the effort. I totally understand the issue we're having with maintaining curbside pickup and I- and I want us to solve that problem right because working everybody ragged is not the answer so if we need to scale back on hours or days for curbside pickup, you know, we should- we should do that. I'm also really waiting to see how parents decide on schooling decisions for September. I mean if- if 80 percent of the town decides to keep their kids home, right, that's going to tell you an awful lot about who's willing to come in the library and who's not.

M. Redmond:  
(2:22:00) I think that I- I agree with a lot of what Lisa said about you know trying to be open and- and to try some of these things that maybe are a little bit distasteful to us. Harmeet, I agree with what you're saying. I also think that one question that I have even in moving forward is I think curbside is so popular that literally if we did three days of curbside a week and two of browsing you might still have the same volume of curbside but just jammed into three days. I think there is a large proportion of people that are going to stick with curbside, but until we try some of this, we're not going to have the statistics to throw back at people. I want to also say that I think it's really important to get some weekend hours in and I do not think one Saturday morning a month is enough. That's going to be a huge criticism of anything that we do if we don't put some significant weekend time in there, just because people just can't get there necessarily during the week. I think that's a consideration that I you know I would hope that we would put on the table somehow

C. Wijeyesinghe: I have also a question about what kind of equipment you might need like the personal protective equipment if you open the library up to browsing, um.

G. Kirkpatrick: Yeah, so we've got a lot of the sort of the- the barriers between the public and the staff erected. We have not yet put much due to availability, um, all of the- the barriers between the staff workstations. We've been trying to provide that social distancing in the workstations by A) spreading the staff out across the whole library so every study room right now is somebody's workspace. Um, you know all the boardroom, in the community room and all of those rooms that people are used to having access that- the tech room and the studio are places where the staff are working and then we- we provide social distancing through shifts. Right? So, through if someone's working these four hours and another person's working these four hours, they can be- they can occupy the same space but not be in the same space at the same time. No, um, but if we- if we- I think would be impossible to have the entire staff in the library especially at midday when the shifts cross- crossover, uh, and have all of those people in all of their traditional workspaces. That is not- that is not going to be the- the truth anytime soon.

C. Wijeyesinghe: I also meant that when they interact with the public if someone's browsing does someone need a face shield, does someone need- you know that kind of.

G. Kirkpatrick: I think we're good. We have a lot of gloves, a lot of masks. We have face shields for all the staff, um. I think, uh if- if the staff- we were able to print your own face shields on the 3d printer so if we were, um, if we liked face shields, we might invest in our professional grade face shield as we were interacting with. I think, um, you know we're good with our PPE as necessary in the library. The question would be, um. Yeah, it's just- it's just- it's just body load in proximity. (?)

L. Scoons: So, at this point, what do you need from us and decision wise and?

G. Kirkpatrick: Right, so uh. So, there we are. So, we can, uh I- I just- I want to make it clear that we can keeping to two teams, absolutely provide for a browsing experience for some people with those limited hours that we've been talking on maybe certain days of the week. You know, Mary's idea of you know the Tuesday, Thursday, Monday, Wednesday, Friday. I too fear that curbside will then be jammed into those that, but again we don't know until it happens and I don't want to not do something out of fear of what could happen. I think, um, you know the larger philosophical questions of, um, when we do this.

I think there's so basically that is that two team models still necessary was our- our thinking at the time is it still necessary do we need to bring back, um, the staff people that are able to be there and then just a comfortable level of folks in any time where we can keep as much distance as possible and- and- and not have too many people occupying the same workspaces. Um. That and then, um- and then- and then the when. Right? So, um, so how soon how soon do we

want to have that?

M. Walsh: I don't- I from our discussion tonight, I don't believe that you have to maintain the two teams. It seems like you could get rid of that firewall as you called it and, um, and I know you mentioned about there's just not enough space in traditional workspace to have the whole team there, but it is a large building and several rooms aren't being used. Could people not move around and in that way?

G. Kirkpatrick: We've already taken- Yeah, we've already taken a lot of that over so yes. Absolutely we would we would expand that out. I think we'll still get to some points during some days when the staff load might be just too high and then I would take those people that are best able to work remotely and have them work remotely. Just say, you know set the level the number of staff people at a level that I'm comfortable being able to maintain and maintain appropriate social distance as much as possible in the building and then still have some remote work, um, for some- for some jobs.

M. Walsh: (2:27:25) I think you could do full staff and include Saturdays and possibly that- that takes care of where to put everyone I- I'm not- I- I'm still a little foggy on the reasoning that we're still maintaining the two teams. I assume it's just the safety issue-

G. Kirkpatrick: It is.

M. Walsh: -and that's not a small issue, but um- but [crosstalk]. Yeah, it does seem like you could bring more- more people than just Team A or just Team B and two to Mary's comment earlier I think curbside is so vastly popular because that's the only way people can get books. You know if- if the library were open I- I would anticipate a reduction in curbside pickup, but that's just my guess.

L. Scoons: I feel like the question of when really depends on how long it would take you to put together a plan and kind of get everybody trained and- and then also how long does it take to also tell the public what the plan is because you have to kind of build that in to, you know, you can't just turn it on and expect everybody to follow the rules right away because we know people don't do that so.

M. Kissinger: Yeah, I agree there's gotta be a like a public education effort that's, um, extensive and uh, so you know we could be your advocates as well too, um, out there, but that just talks about, um, the- the when. And that's got to be an extensive effort I think because people will be, you'll get complaints no matter what you do, but the more education you do up front you get less- less complaints

C. Wijeyesinghe: I'm sorry go-ahead.

M. Redmond: Geoff, originally, if I'm not mistaken, we had three teams. Right?

G. Kirkpatrick: We did.

M. Redmond: Okay. Have we considered going back to three teams, but- how do I say this?

You'd always instead of having fifty percent of staff or a hundred percent of the staff you'd do two-thirds staff.

G. Kirkpatrick: Yes, and then-

M. Redmond That rotation of the three.

G. Kirkpatrick: You got it and so- so um, you're- that's very close to what I put in my document which is- which is go to- go to the number of staff people that we need to provide the ser- the service that we're providing and then carve off the people- some number of people and say you're- you're working from home today. Um, you know, and that's a little less formalized I think than the two-thirds, you know the- the two-thirds rotation that you're imagining. That's another way-

M. Redmond: Yeah.

G. Kirkpatrick: -to get to exact same- that same place. You know it provides some folks that are out at a time and, um, come back in to come.

M. Redmond: But it does something to address the density issue which is a big deal- which is a big deal so we don't have to go down to 50 but we don't have to go up to 100 either.

G. Kirkpatrick: Yeah. No and I- and I wouldn't propose that we should. I think that's why, you know, if we if we- if we look at the number of people that I have in- the number of staff people that I have in the building and limit that then it makes those- those other scheduling decisions actually pretty easy so.

C. Wijeyesinghe: I- I'm also mindful that you know given the education people spoke about and just getting this all-in place, we're also going into the fall when they're also talking about, you know, other germs and viruses being around so I think it's just very- you have to be very mindful of levels in the community which I know you would be but.

G. Kirkpatrick: And I think that so- so to get back to Mark's question of the triggers or switches. I think we could have a trigger or switch. I think we could collapse back to what we're doing right now if infection rates go up and we can talk about that number would be. All that. You're set out the five and ten percent infection rates for the, you know. You're definitely open- you're could be open and then you're, you know, I think for schools. There's no similar guidance for libraries. It's just not coming. We're small potatoes compared to the problems that people are having right now. But I think we could collapse back very easily to what we're doing right now. We are the experts of this now. We can do this, uh. We are asking people, but I think it is possible for us to do what we're doing right now should infection rates go back up, but not astronomically high. I think we can provide curbside pickup and the level of service that we're getting right now quite easily and I think it's just that- I think that, um, I'm beginning to hear and I'm, you know- I think value your circles- your social circles and what you're

hearing from people is our, you know um, is the time, are we are we being the right amount of cautious or are we being over cautious about when the library ought to open up? And there's some factors that affect into the library and to get the question, Mary, of why- uh, you know in the grocery store they don't expect everything to come back every, uh- in 28 days. Right? That stuff leaves in one direction and it goes out. Um and as well it's the hang time, right? Places where you have hang time are less hang timey and I think the library will be less hang timey than, so um.

M. Kissinger: Yeah. What- what are they doing on museums? I heard that-

G. Kirkpatrick: They're, yeah

M. Kissinger: They're not. They're open.

M. Redmond: Yeah.

G. Kirkpatrick: Many museums are open. I think the ones that have, uh, outside- we can just tell from our museum passes, they're beginning this, um, this REALM project was literally reopening libraries, archives and museums. Like this is what they're looking at.

M. Kissinger: Yeah.

(2:33:02)

M. Redmond: But they're opening for like 10 people in a library. I mean really, really low numbers. Yeah.

G. Kirkpatrick: It's all about reducing density of people because it's humans, right? The risk is not- we are being very careful with our materials. I think generally speaking the risk is people not stuff, um.

M. Kissinger: Right, it's long time-

M. Walsh: We just went to Hildene this weekend and while there was a bit of a wait each- each group- like couple or group of four had to wait a few minutes to get into the building, um. So, there was staggered entry, but there was definitely more than 10 people. There- there were quite a few people. There was a beautiful day so people were out and about. Um, but you know they -they had markers on the floor of, uh, which direction to go in through the museum and it just- it wasn't a problem. It was- it was pretty seamless actually. But the library was closed so I couldn't get my- my museum passes.

M. Kissinger: Yeah, but like the Albany History of Art in and on Washington Avenue that's open. You think, you know, on Washington Avenue that Albany Institute of History. Like I don't know. I'm trying to think like in Albany County, where we are, is it- are we an outlier as far as museums, libraries, archives. Is the state museum open? I don't, you know, I don't think so right?

G. Kirkpatrick: Right.

M. Kissinger: State library is not open, right? It's not really- people don't browse there really,

but still. You know.

G. Kirkpatrick: Not that right-

M. Kissinger: Right.

M. Walsh: Colonie- Colonie is open. East Greenbush and who- was there someone that- was there a third, Geoff?

G. Kirkpatrick: Well there's a lot, so uh, libraries that are made a little less analogous. So, of the larger libraries Troy, Colonie and East Greenbush are open. Bethlehem and Albany remain closed. So, that's the big six.

M. Kissinger: Right.

G. Kirkpatrick: And there's a lot of other libraries around, but those are- those would be the ones that would be similar to us enough to draw some conclusions from.

H. Narang: There's no value here to being at the bleeding edge, right? This is not a technology, right. I'm perfectly fine being in fourth place of six.

M. Kissinger: Me too. Exactly.

M. Walsh: Well out of, uh, the written response- I received about a dozen written response, 12 exactly. Uh, written responses in- in questioning just patrons that I know of, you know, do you think we should open or not and only two out of the 12 said that they would not return to the library. Everyone else had indicated that they would like to see the library all open and would return if the building were open to the public.

M. Redmond: But I don't think they're envisioning the opening that we're talking about, but until we do it, you know. No, I'm not pushing one way or another, but people definitely do not envision a library with no rooms to study in, no chairs and you know, go in and just do your business so.

M. Walsh: Actually, the responses that I received were limited access to browse and check out a book.

C. Wijeyesinghe: Yeah. I think until we do a large scale, you know, if you survey, you can't really get a sense of the whole public, um, and my sense is people might respond to- let's say it's 10 people at a time. So, I- it's kind of like I've only driven by Trader Joe's, but I've seen the- the lines outside of it, so if someone says well, 'I only have an hour to go to the library and I'm now standing outside waiting for someone else to come out.' I mean that might be, um, so the number of people you allow it is will be up to you, but I think the limited number of people allowed in. If someone feels 'oh the library's open I'm going' and they realize again it's not this experience that some people have mentioned, but also that 'I have to wait even just to get in' so.

G. Kirkpatrick: Yeah. The libraries that- that are- think that is a bigger negative than it should

be; set up appointments, right? So, um, so they set up appointments with people and they- they sort of book their time ahead of time and they come in at certain times. I think that provides a quite a barrier. I would- I would rather not do that. I think that provides a big barrier. It's similar to where we- we've gone with our curbside philosophy.

We don't set up appointments for people ahead of time to do, uh, to a curbside appointment. It's very hard for people to keep saying 'oh, I'm definitely going to be there at 11:15'. It doesn't work. Um you know, while some people do have to wait in the line for curbside, we move people through fairly efficiently and we get people through that line and get their stuff out of there, but don't control them necessarily. (?)

M. Redmond: Well, Geoff, at this point, can we even without a motion. Can we ask you and your staff to look at coming up with a plan where you would carve out the amount of staff that you need to do some sort of a schedule with which- which supports a split between curbside services and browsing services? Certainly, over the- the five days a week and hopefully bringing in some Saturday hours to, you know, to accommodate and then coming back, you know, hopefully coming back to us with either a recommendation at the next meeting or communicating with us during the time period, 'saying look such and such has happened and we don't know where we're going with this'. You know so at least we can keep this moving. Does- does that- is that where we could go at this point?

G. Kirkpatrick: Absolutely. So that's uh that's- that's not a problem. I was sort of my- my timing question was less- was more about the- the what's the pressure to, uh, what pressure am I feeling from you to get this done week after next or week after this week. You know get this started in the following Monday. Is the kind of pressure you're feeling from the community? I think-

M. Redmond: The only problem is the next weekend- the next meeting is very late because of Labor Day, isn't it?

G. Kirkpatrick: I don't think we have to wait all the way to the next meeting to do that. I think I can, uh, we have been thinking about this a lot so I think the plan can be to you very quickly. I think we could get that put together and get it in place and then communicate that out to the public, um, in ample time. The- the- I have one minor wrinkle and I hate to, you know, just we not the data, um, but I am taking vacation the week of August so it's kind of would have been a nice time, um, to sort of start to think about that, but I will not be in the library that week.

M. Redmond: I'm sorry what which week was that?

G. Kirkpatrick: August 24<sup>th</sup>. That week. August 24th will not be- I won't be in the library. I'm not going very far.

M. Redmond: Okay. Well you deserve a vacation. Everybody does

M. Kissinger: Absolutely. So, then do we have to go and revisit the emergency authorization this piece. Should probably do that to allow you to have the authority to put a plan together?

M. Redmond: At least through the next board meeting-

[crosstalk]

M. Kissinger: - maybe just one meeting. Yeah. Okay. Yeah.

M. Redmond: I mean I would make a motion to right now extend them to the next board meeting when we visited at that point.

M. Kissinger: Yeah.

G. Kirkpatrick: That lets me authorize the New York state, uh, safety plan too so we can get that put up and- and revamped as all part of the same- same plan so.

M. Redmond: I have a motion on the table.

M. Kissinger: Okay. Any second to Mary's motion? Harmeet, second. Okay. Further discussion on the one-month extension of the emergency authorization.

C. Wijeyesinghe: Does it make any differences one month or two months or um? I- I mean there's obviously a difference but is there a- is one-month sufficient Geoff or do you want it for two or three?

G. Kirkpatrick: I- I think one month is fine if we're gonna- we'll come back and talk about it at the next board meeting- Till the next board meeting, not a month. That would be my only recommendation.

M. Kissinger: To the next board meeting, yeah. Let's do it to the next one. I don't know it's not okay with your motion Mary?

M. Redmond: Yeah.

M. Kissinger: What you did with them. Okay. To the next, uh, scheduled regular board meeting. Okay all those in favor, signify by saying aye? Any opposed? Sentence okay. Motions carried so you have the authorization for the next board meeting and then you're going to communicate back to us in some format a plan of action- an action plan or recommendation plan?

G. Kirkpatrick: Yep.

M. Kissinger: All right that sounds great.

M. Redmond: Thank you.

G. Kirkpatrick: Thank you. I just want to say thank you all. I appreciate all of your thoughts and we really needed to have a frank discussion. I know it's- this is not the best venue for that, but I just want to appreciate, um, all of your comments. I appreciate all the thoughts and I think I've got kind of a consensus and I will get

that put out to all of you, um and then that will allow us, uh um, to get that information put out to the public so they know that we're not- we're not- we're not sitting on our hands. Like we've been doing a lot of work on this so um. Thank you.

H. Narang: Geoff, I would also ask them as you guys put together those plans, um, let us know what we need to change about the current service offerings to make it manageable with the two teams, the way you have it now. I- I don't have any objection to us needing to look towards the reopening plan. I just don't want the reopening plan to be because our current solution is unmanageable.

G. Kirkpatrick: I gotcha.

[crosstalk]

H. Narang: We're reopening not because we've just worn ourselves out.

M. Kissinger: Yeah.

G. Kirkpatrick: Thank you.

(2:46:35)

M. Kissinger: Okay, we have a couple other things to do tonight, uh, quickly and we have to go to executive session so, um, I'm just gonna bang them out through the holidays and closures, um, for 2021 and board meeting dates. That's just a update of our discussion. Um.

G. Kirkpatrick: It is basically just very, very quickly. It's, uh, adding Juneteenth as a day that the library is closed, but we're, um- what I'm proposing we don't treat it like a, um, a holiday where we close the Friday because it's on a Saturday. It's just that Saturday for the folks that are- will be working on that Saturday will be paid for their regular shift on this Saturday, but there's not a loading holiday or something. They think it's a significant day we are closed, sort of treating it like New Year's Eve. The board has decided to close that day. It's not in the contract. That's-

M. Redmond: Okay.

M. Walsh: Um, the board meeting dates; did we get a list of those?

G. Kirkpatrick: That's on the next page so, uh, 34.

M. Walsh: Oh 34.

M. Kissinger: Yeah.

M. Walsh: kay because we haven't received the school calendar yet to know if anything coincides with the school vacation.

G. Kirkpatrick: I think we could-

M. Kissinger: We would definitely be flexible in that. That's always been a tradition that we've- we try to make that work with the school calendar. Definitely so.

M. Walsh: It's something we could change in the future if necessary?

G. Kirkpatrick: Absolutely. So, that's I was just going to say we can put this out because we don't have all the information we necessarily need. Put this out and modify as necessary. There's plenty of time for us to get- this isn't the end-all be-all list. It's just a good place for us to hang our- well.

C. Wijeyesinghe: It's probably- it's online somewhere because (?) approved in the spring. The school calendar gets approved, um mid-spring so it's probably on the school website somewhere.

M. Kissinger: Okay.

G. Kirkpatrick: I believe Kristen took that into account, but again- she's nodding.

M. Kissinger: Okay so- okay so and so I need a motion on the holidays and closures for 2021 and for meeting dates.

C. Wijeyesinghe: Uh, so moved.

M. Kissinger: Okay. Great. Second?

M. Redmond: Second.

M. Kissinger: Okay, all favor? Any appose? Exemptions? Okay, motions carried. Other- is there any other old business?

M. Redmond: I've got one quick question. Are we going to be a polling place in November?

G. Kirkpatrick: Good question. They haven't asked me because we weren't one, uh, last time.

M. Redmond: Okay, well we may want to think about that. I'm just throwing it out there. We didn't-

G. Kirkpatrick: (?) There's two things that happen in November. One, we're a polling place. The other one is that's traditionally when we hold our blood, so the question is we will not be doing community meetings in November. I have been saying exactly. I believe that that's not a thing we'll be doing in November.

M. Kissinger: Right.

M. Redmond: I'm sorry you're cutting out. I we're not doing what in November?

G. Kirkpatrick: Public meetings and community groups, programs, those sort of large gatherings in our- in our rooms. I do not anticipate those coming back certainly by November so the question- is it's a good question? Polling place and or the blood drive?

M. Redmond: Oh. Well I can tell you one thing if we consider being a polling place, we should calculate what the cost is to do it and tell them that they've got to reimburse us the cost. I'm hearing from people- somebody was telling me that if you're a polling place you can be paid for that which I doubt we've ever done and I don't really think we cared in the past, but if we're incurring an expense and there's a

lot associated with that so. Just throwing that out there for consideration.

M. Kissinger: Okay so let us know for asked on that. Definitely. Okay. Any other old business? Okay. Great, um, we need to move into executive session to discuss a- particular personnel matter?

G. Kirkpatrick: That would be, uh, yeah I. Could have someone make a motion to move into executive session to discuss the employment history of a specific individual promotion?

(?)

M. Redmond: Make a motion.

M. Kissinger: Okay.

M. Redmond: I second it.

M. Kissinger: Okay great, uh any discussion? All those in favor? Who- who made that motion, who seconded? Just-

M. Redmond: Charmaine made it and I seconded it.

M. Kissinger: Okay. All right. Thanks. It's 8:44 so, um, okay. All those in favor? Any opposed? Motion carries.

G. Kirkpatrick: Okay, I'm going to stop the recording now.

M. Kissinger: Okay.