

Bethlehem Public Library Board of Trustees
virtual meeting transcription
July 13th, 2020, 6:00pm

Attending	<p>Present:</p> <p>Mark Kissinger Michelle Walsh Caroline Brancatella Lisa Scoons Harmeet Narang Mary Redmond Charmaine Wijeyesinghe</p> <p>Geoffrey Kirkpatrick, Library Director Kristen Roberts, Recording Secretary</p> <p>Guests:</p> <p>Chris McGinty, Assistant Director Tanya Choppy, Accounts Clerk</p>
M. Redmond: (5:47)	All right. It is just six o'clock, so I think I'm gonna go ahead and call the meeting to, to order. We will start with the election of the trustees so, um, or the elected trustees, the—
G. Kirkpatrick:	Oath—
M. Redmond:	—oath of office. So, what we'd like to do is, I guess it's, it would just—the new trustee is—there's only one, it would be Charmaine?
G. Kirkpatrick:	And Lisa.
M. Redmond:	And Lisa, oh, okay, she's got to take the oath again. Okay. Okay, so I will start with Lisa, since you've been through this before. If you can just read the Officers' Oath, which is on page two, and we'll go ahead and get that executed. I'm not sure what we do about the signatures, but we'll cross that bridge when we come to it.
G. Kirkpatrick:	Gonna sign it, and then drop it off at the library, and then we'll have you, Mary, can come, we'll drop those off to you through curbside and you can counter sign those and we'll file them with the County Clerk.
M. Redmond	Okay. Okay.
L. Scoons	Kristen was nice enough to mail them to us, so. Okay. Actually, I'm gonna mute for a sec. 'cause my clock is chiming, so.
M. Redmond:	Okay.
G. Kirkpatrick:	Well, at least we know it's six o'clock. [laughter]
L. Scoons:	Yeah.
M. Redmond:	All right, so, Lisa, will you be able to read the oath now or do you want me to start with Charmaine? You're gonna read it?

L. Scoons:	All set. It just finished.
M. Redmond:	Okay. Okay.
L. Scoons:	All right. I do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of Bethlehem Public Library Trustee.
M. Redmond:	Okay, so you will print that out and get it—sign it and get it to the library and then I will sign it afterwards. I'll stop over and sign it. Okay and Charmaine, if you have that statement in front of you, if you could read the same statement?
C. Wijeyesinghe:	I just have a question: I assume that you can say swear or affirm, is that correct?
M. Redmond:	Correct.
G. Kirkpatrick:	Your choice.
C. Wijeyesinghe:	I do solemnly affirm that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I will faithfully discharge, according to the best of my ability, the duties of the office of Bethlehem Public Library Trustee.
M. Redmond:	Thank you. And then Geoff, do we all have to redo the ethics statement or just the new trustees? Or just—
G. Kirkpatrick:	Yeah, we don't have to do that live here, but the ethics statement was included there and everybody every year has to sign that and then you can just mail that back to the library.
M. Redmond:	Okay. So, I think everybody heard that you just have to print that page three out and get it back to the library. Okay and then, um, and then we move on to talking about the officers for the upcoming year. So, I'm going to turn it over to Michelle for the Nominating Committee.
M. Walsh:	Yes. So, the Nominating Committee has convened and recommends the following slate of officers for the 2020-2021 term. President: Mark Galessi—or [laughter]—Mark Kissinger. Vice President: Michelle Walsh. Secretary: Caroline Brancatella. Upper Hudson Library System Liaison: Lisa Scoons. And then we also have the list of trustees but I assume we're just dealing with the officers right now, is that correct? Okay. So those are the officers that the Nominating Committee recommends. If there's no discussion we can proceed ahead with a vote to accept the, the slate of officers.
C. Wijeyesinghe:	Do you need a first or a second or do you just vote?
G. Kirkpatrick:	We do.
M. Redmond:	We need a motion
C. Wijeyesinghe:	So moved.

M. Redmond:	Charmaine. And a second? Caroline. Caroline is your mute on? I didn't hear anything.
C. Brancatella:	It is not now. [laughter]
M. Redmond:	Okay, thank you, thank you. Okay, so, um, all in favor?
C. Wijeyesinghe:	Aye.
L. Scoons	Aye.
M. Redmond:	Opposed? None. Okay and with that I will turn the meeting over to the new president, Mark, and good luck.
M. Kissinger:	Thank you, Mary, and thanks Michelle, and, um, look forward to trying to fill your footsteps, Mary. It'll be hard, hard shoes to fill so, but I'm sure you'll help me in that journey. So, we're gonna go right on to the annual authorizations on page four. This is an annual exercise and I don't—Geoff, I don't think there's any, there's much change on this, but we have, if you notice we have a lot more bank depositories on the list than we did in the past, so, um—
G. Kirkpatrick:	And that—
M. Kissinger:	Go ahead.
G. Kirkpatrick: (10:46)	That's the major change, just to recognize those banks that were pre—had already been authorized by vote of the trustees in the past year, but just now we'll reaffirm them annually now that they're in there.
M. Kissinger:	Okay, great. So, any questions on the annual authorizations?
M. Redmond:	I have no questions on the existing list. I also wanted to throw out there, though, that we occasionally have call to deal with an architect or an engineer when we have questions about the building that's beyond the purview of the internal staff. At some point we may want to consider adding an official architectural or engineering firm to the list just so every time it comes up people don't have to come back and ask it. That is just a comment and a suggestion not, not to draw us off course tonight.
M. Kissinger:	Yeah, that's a good point actually.
L. Scoons:	I also wanted to ask about the bonding list and why—because I don't recall. I'm sure we discussed it why we didn't bond the treasurer position?
G. Kirkpatrick:	I think that was—it's a good question so let's—
T. Choppy:	I think what—I think we did but we don't currently have one right now. Because I think it came up last year and we didn't originally, and then we said, 'oh yes,' and then we contacted, um, Fernando. And I, I believe we did do it.
G. Kirkpatrick:	All right, we will confirm that in fact, that is—that they are bonded. We will make sure that that's the case, we'll report that back.
M. Redmond:	I concur that the treasurer should be bonded.

C. Wijeyesinghe:	So, I, I just have a procedural question. I, I agree also, so would that come up for a vote in a future meeting?
M. Kissinger:	Yeah.
C. Wijeyesinghe:	The edition of the treasurer.
M. Kissinger:	Yeah, I would think we'd bring back any change to the authorizations at the next meeting or the meeting after.
M. Redmond:	I'm not 100% sure we didn't do that. We, we only had a treasure for a short period. I suspect we may have already done that. But there's—but, yes, it should be done.
G. Kirkpatrick:	We will confirm that and bring it back next month.
M. Redmond:	Okay.
M. Kissinger:	Okay.
M. Redmond:	So—
M. Kissinger:	On the, on the—Mary's point, I think we should also look into the architecture and engineering firm. Maybe not for next month, but I would ask the staff to look into that as well. Maybe we could talk about that. I think that's a good point.
G. Kirkpatrick:	Okay.
M. Redmond:	If there's no other discussion or questions, I will make a motion to accept the list of board authoriza—board-authorized professionals that appears on page four of the board packet.
M. Kissinger:	Great—
M. Walsh:	Second.
M. Kissinger:	—And a second? Okay, Mary and Michelle. All those in favor?
C. Wijeyesinghe:	Aye.
M. Redmond:	Aye.
M. Kissinger:	Any opposed? Abstentions? Motion carries. Thank you. Okay, we'll move on to the public participation. Do we have any public participation through our various means of communication? Anything on the chat or, uh, email, Geoff?
G. Kirkpatrick:	I don't have any phone messages or email. So, we have no public participation at this point in the meeting.
M. Kissinger:	Okay, great. We have another chance at that at the end. The next thing is the approval of the previous meeting minutes, pages five through nine. We'll take a look at those meetings minutes for a second.
C. Wijeyesinghe:	I'm sorry, do you need a first? Oh, you said 'give a second,' I'm sorry there's a little bit of a lag, so.
M. Kissinger:	Yeah, just take a look at them—
C. Wijeyesinghe:	Thank you.
M. Kissinger:	—and then we'll go vote on them in a second. Give people a little chance to look at them real quick.

L. Scoons:	Kristen, I was just going to say the second sentence under Brian's recognition seems like there's either a word missing or it needs revision. It just ends, 'of his.'
K. Roberts:	Yeah, let me let me take a look at that. I wonder if I just didn't clean up my notes on that.
L. Scoons:	You could just say 'his most enjoyable experience' and kind of end it that way.
K. Roberts:	Okay.
M. Redmond:	Or it's, I—or 'of his career,' or his, I don't know, something. [pause
M. Walsh	Okay, well I can make a motion to approve the minutes from June 8 th .
M. Kissinger:	Okay, thanks Michelle. [Inaudible] any second?
L. Scoons:	I'll second.
M. Kissinger:	Lisa, second. Thanks. All in favor? Or discussion first? Okay. All in favor? Please signify by raising hand or saying aye. Any opposed? Okay, motion carries. Okay, um, financial report, pages 10-17. I don't know Geoff, do you want to do a quick review of that? I looked at it quickly and I didn't see any changes. I had one question on the Storch Fund, maybe we should talk a little bit about that. But, but that's a small question compared to the magnitude of the report, so.
G. Kirkpatrick: (16:06)	So, yep, so the—so we are in good fiscal shape. Again, I know there were some questions about, um, expenses and revenues this year especially in reaction to COVID. We can talk about that a little bit. Overall, for the year we're ending in good fiscal shape. The budget is—we are under budget, as we would expect to be, even though there have been some additional expenses incurred because of the, the nature of the changes [inaudible], so we're still, we're still in good financial shape. Of course, most of the—almost all of the revenues for the fiscal year that's closing right now came in last October and then through all last [inaudible] those, those revenues. The impact to future revenues would be, um, you know, would be seen in the tax bills that are going out and are due in October for the coming year. We will, you know, we'll see what those impacts might be, whether there's a greater percentage of people who are unable to pay their tax bills, you know, and then how then, the county at the end of, at the end of the state's fiscal year, how the county then makes—or, state makes the county whole, the county makes the school district whole, school district makes the library whole, for those property taxes that are unpaid. So, you know, I don't...this is, you know, a little bit unprecedented situation, but I'm anticipating that revenues will continue to look much like, much like they—much like they're supposed to look.

So, um, as far as expenses are concerned, you will see—go to page 11, on the bottom of page 11, lists of the, the major categories of expenses, and if you look in the second column that's year-to-date [inaudible], that's 12-months ended, that is a full fiscal year minus, um—there's always a little bit that is either accounts payable or, when it goes it gets moved into the next fiscal year, or is, you know, the expenses occurred and even though the check is out next year it actually lands in this fiscal year, so there's always a little bit [inaudible] that the accounts do at the beginning and the end of the fiscal year, but this is a pretty good look at where the library is, uh, at the end of this current fiscal year.

So, you can see when you're comparing [inaudible] budget with the first column—first column is an annual budget, the second column is year-to-date actual expenses that ended in June, underspent on salaries about a hundred thousand dollars and that's mostly due to the positions that aren't filled. We have authorized positions that went unfilled for four months, you know, while, while the library was closed, we didn't fill a lot of those positions, so there's, we expect us to be underspent on that. Retirement was a little bit over by a few thousand dollars but that's always, that's, you know, that's [inaudible] as far as they're concerned. Health insurance is the number I'm the most proud about. That's really hard, a very volatile number for us and we came in very, very close within about seven thousand dollars of where we expected to be at the end of the fiscal year. And then other benefits we were [inaudible].

So, you know, we expected salaries and benefits to be about three million one hundred dollars, and we came in at just under three million, so that's, that's, you know, we're in good fiscal shape. Those are the—that's much of the budget, right? So, how those budget lines go tends to be how the overall fiscal health of the library is. But you will see in the next block, which is where we talk about the number that's largely under all of our control, it is, you know, the expenses, the library materials. You will see that the print materials are under-expensed. And that the electronic and audio materials are overspent to similar amounts.

So that the total materials line ends up relatively close, but definitely, you know, we accelerated, greatly accelerated our expenditures on electronic media and electronic [inaudible] and then at the same time, so, so, there's—where we are at the end of June, um, you know, we ended up

	pretty close to even on those numbers. We're, we're a little bit under budget total. Some of that's just due to the pause in ordering, but now, as we go into the new fiscal year, Mark, maybe one of your questions is, how will—how is this going to impact next fiscal year?
M. Kissinger:	Right.
G. Kirkpatrick:	<p>We've developed a base and a demand on our public on those electronic media. Those numbers keep going up and up and up and up, so even as much money as we've spent into the OverDrive collection, we have more holds than we have ever had at any time in the history of OverDrive. So, while we have vastly increased the expenditures on that, we have not brought down the number of holds, we have not brought down the wait times significantly. So, the, the use, the use and demand are expanding at exactly the same rate as our increases in spending on it. So, now, that we are in the library ordering physical materials, we're receiving them in they're coming in, in boxes. We're getting them out to the public via curbside right now, all those new items that are just being published. At the same time, we have this big demand for electronic materials. We have a new service in Hoopla, you know, Kanopy service.</p> <p>I can't see the library pulling back from it—from spending those electron—in those electronic lines, because that's where a lot of the demand is, and, you know, our electronic use right now is higher than our physical circulation. So, you know, so we can't—we're not ready yet to transition those things, okay, so there might be—we'll have to watch that budget as we go into the new fiscal year, because right now both of those spendings are high, so both—we're trying to catch up on some of the physical materials and we're continuing the pace for electronic materials. So, we won't have one to offset the other next year, they'll probably they're very likely to be both, both to be high.</p>
M. Redmond:	Geoff?
G. Kirkpatrick:	Yes.
M. Redmond: (22:04)	Is it possible—I don't disagree with what you're saying, because I had kind of the same question as I was looking at this. But, is it possible that with OverDrive, with the situation that everybody is in, looking for things to—for entertainment—
G. Kirkpatrick:	Yep.
M. Redmond:	—that people might be requesting more than they normally would have in the queue at any time, because of the backlog so once we get over this it might not be as bad? I'm sure you guys have considered that.

<p>G. Kirkpatrick:</p>	<p>Right, and we'll have to watch that, that's exactly—that's going to be an actively-monitored situation as the physical services of the library come back, how will people who we trained to move to electronic services, move back or not move back to those physical materials, right? So, have we created—has the situation created, it's not on purpose, has the situation created a permanent shift? There was already this—it had already been shifting, right? You know, electronic materials were zero percent back in 2011. They were 15% at the beginning of this fiscal year of our circulation, and now physical circulation is 66% percent of our circulation—so, or—electronic, electronic circulation is 66% percent of our circulation. Where will those numbers come back to? And that—what will be our new steady state as things normalize, whatever that means.</p> <p>We'll have to monitor that and then we're allocating those resources because I do think that people are probably requesting a lot of things. That's the nice part about adding the Hoopla service, because there's no wait lines for those, so even though the catalog of available items is a little bit smaller in Hoopla, it's all available all the time. So, those two services really go hand in hand: [inaudible] catalog, more popular items over on OverDrive, and then Hoopla certainly has its fair share of popular items, but they're available all the time, so if you're just looking for something to read there's something here now that creates that [inaudible] valve to release some of that for people who are just like I need something to read, I'm [inaudible] that the thing, it's always available over on Hoopla, so.</p>
<p>M. Redmond:</p>	<p>Okay.</p>
<p>M. Kissinger:</p>	<p>Yeah. The other question I had was, so, and this is, you know, trying to predict the future, obviously, but, so when we talk about getting back to normal, the timing of that is very much up in the air.</p>
<p>G. Kirkpatrick:</p>	<p>Yes.</p>
<p>M. Kissinger:</p>	<p>And what our new normal is going to be. So, I think it's going to be—I mean we have to project and make sure that we're not, [inaudible] with the budget, but I think we're going to have to really look at the data every month or even, if we can do—you know, you guys are looking at probably every week or day, sometimes, to figure out what, what is, what is the new calibration is going—what, what's going to be like. And then I think obviously, the, the school decision is going to have a big impact too, I think whatever they do in the schools, I think, you know, if they do come back</p>

	full-time or whatever they—the decision gets made out, and that'll—I think that will impact the library's usage and such as well.
G. Kirkpatrick:	<p>I think it has to, right? And that's, that's exactly right, and we need to continue to monitor those, because, you know, so, for instance, if we're ordering, I'm gonna pick on James Patterson, right, so James Patterson, brand new, very popular title, we, we order a lot of copies of that. Through curbside, is the demand for physical copies of James Patterson the same as it was before COVID, now? Or do we need to move some of that money to those electronic copies of James Patterson?</p> <p>So, the next experiment that we're going to run is this week, at the end of this week, I believe, I don't want to pin Chris down, but I'm going to do it a little bit here in the board meeting. Wednesday, Thursday, Friday, I think we're going to be running the pop-up library out on the plaza. So, how does—that will be our next little experiment. How does the demand for the pop-up library change that factor? And then we can begin to maybe use that to predict what things look like in a return to the physical library.</p>
M. Kissinger:	Yup.
H. Narang:	Geoff, among the three services that are probably driving most of that, that additional expense right, in e-audio or e-material, Kanopy, Hoopla and OverDrive?
G. Kirkpatrick:	Yeah.
H. Narang:	I guess we have the best ability to throttle if we find that the spending is ramping up. Because some of them are just...we get a bill every time somebody clicks a button, right? You don't actually have the ability to discount.
G. Kirkpatrick:	So, most of the, most of the expenses—I mean, so I mentioned Hoopla and Kanopy because I feel it's important and they are included in there, but they are fractional and tiny compared to the expenses of OverDrive. OverDrive is what drives our electronic use. Most of the expenses are there, most of the circulations are there, most of the collection is there. Most of the everything is in OverDrive. So, if you wanted to control spending in a real way it wouldn't be messing around with how many things can you check out from Kanopy in a month, that's, you know, maybe six or ten thousand dollars a year, that's not a hundred thousand dollars. It's just not there. There isn't enough demand for Kanopy to do that even if you took all the stops off on Kanopy, you're not going to see those kind of expenses.

	So, it's really OverDrive. And it would be, you know, copies. Right now, we are you know trying to fill those. We're getting a lot of requests they're called request-to-library requests, from the patrons who want to have—see something added to the collection. And we're trying to be very responsible right now to fill those needs—fill a customer's needs on that. That is the kind of thing that libraries pull back on as those expenses in OverDrive get too high to accommodate.
H. Narang: (27:35)	We would slow down the acquisition of additional material in OverDrive.
G. Kirkpatrick:	Correct.
H. Narang:	Or let some of the multiple copies expire and let those wait times go up a little bit.
G. Kirkpatrick:	Yeah. The nice part about OverDrive is—for the most part, largely, um, the things that we license through OverDrive, once we do that, stay ours. So, all the things that we've added to the collection over the past four months, most of those are not going to go away. Some of them are under different lending models and they might, you know, have a certain number of check outs before they expire, but many of them are licensed in perpetuity, so we've really expanded that collection a lot in the past four months and much of that doesn't go away...in the future. So, that's good, that's the backlist, that's how we create a robust collection. We have that there and it doesn't take up shelf space. So, yeah, we would, we would pull back multiple copies for OverDrive. We would pull back on the, maybe the range of how far we, you know, how [inaudible] of demand we go, for those OverDrive [inaudible] we just pull back on those.
M. Redmond:	So, Geoff can you refresh my memory?
G. Kirkpatrick:	Yeah.
M. Redmond:	OverDrive, Kanopy, and Hoopla.
G. Kirkpatrick:	Yes.
M. Redmond:	What is the population that we serve for each? Is it just Bethlehem Public Library residents, or the—all of UHLS?
G. Kirkpatrick:	So, OverDrive is a shared collection that is all of Upper Hudson.
M. Redmond:	Okay.
G. Kirkpatrick:	Most of the items we purchase now—license now through OverDrive, go to fill Bethlehem holds first, and then when our patrons are done with them, they're available across the system. And people across the system can hold them, put them on hold, but if there's a Bethlehem hold, they go to the top of the list. That's how OverDrive works. Kanopy is the opposite. It is only Bethlehem Public Library. The people with a Bethlehem Public

	<p>Library card, they're in the library district, they have access to Kanopy. That's, um—so that's the most restrictive, and really we're, we're the only one, I believe, in Upper Hudson working with Kanopy. And then Hoopla is this kind of thing in the middle, where, it—we did it consortially in an emergency sort of a, a way to put a bunch of content out there in March as a system. But we're only paying for Bethlehem Public Library expenses on that right now.</p>
M. Redmond:	Okay.
G. Kirkpatrick:	<p>And that would be—that would continue. So, I'm imagining what's going to happen, we've signed a six-month commitment with Hoopla. Our patrons love it. We are by far the biggest user across the system. Our patrons are the biggest user across the system of Hoopla. So, I do not anticipate us pulling that service away from the public. It was always my trepidation with adding it, was that I knew it was going to be super popular, and then once you give a service that's so popular, it's very difficult to take that away. So, and the expenses of Hoopla? Not that bad. Not terrible. So, uh, you know, fractional compared to OverDrive. And again, it fills a, it really fills a, a, an important need, especially with audiobooks and comics.</p> <p>So, I don't anticipate we would pull back from them. The consortium may pull back. It may be that there are libraries that simply cannot for the long-term commit to that expense. But there are gonna be certain libraries that will. And we will definitely be one of them. I can't, I can't imagine at this point wanting to pull back from that service. So, even if Upper Hudson says, 'hey, this is a great we were able to fill the need while the libraries were closed but now, you know, certain libraries can't afford this and, and pay their expenses.' That is not the position we will be in and [inaudible] service that we, that we have going forward.</p>
M. Redmond:	Okay. Thanks.
G. Kirkpatrick:	You bet.
M. Kissinger:	Is that six months from March? So, it comes up on September, or is that [crosstalk]
G. Kirkpatrick:	Yeah. And they're—they keep, they keep running the projections and Bethlehem keeps messing up the projections because it's so popular—
M. Kissinger:	Really.
G. Kirkpatrick:	—but we—they should have enough money to be able to run that contract that Upper Hudson committed to, really on speculation. And they're trying to get 29 libraries to say please don't leave us hanging here

	for this expense, you know, we're paid up so we're fine. And, you know, that will, that will carry us through September when we can make that decision again. But, you know, the time to be thinking about September...is going to be next month. So, we'll be thinking about that and then whether Upper Hudson decides to commit to a longer term contract can they, can, can, can all the libraries come up with a way to do that, or are we gonna break out individually, or there'll be a small consortium of the libraries that are—can, can afford to continue? That's, that's all yet TBD. But I don't anticipate we would be—I wouldn't be advocating for pulling back from that service. It's very popular with our patrons.
C. Wijeyesinghe:	Can I—
M. Kissinger:	Okay.
C. Wijeyesinghe: (32:32)	—I just want to appreciate Mary's question and appreciate Geoff's answer because it's helping me learn tiny step, by tiny step about some of the services and how people use them. I would imagine that if there'll be need to be discussion in August about Hoopla and continuing—and what might happen in September, that, Geoff, do you normally give more—kind of detailed reports on the usage of that, and who's using it and the number of patrons and things like that help feed the discussion?
G. Kirkpatrick:	Yes. Absolutely. So, we have some of that included in my general statistics, but then when we're going to be talking about a specific service [inaudible] August meeting, we'll be talking about Hoopla specifically, we'll be running those reports and we'll, and we'll take a look at that cost per circulation and, and, you know, what's actually circulating, and how many patrons, you know, what's the what's the breadth of the impact on that.
M. Kissinger:	Great. So, um, we're still on the financial report. I—can you just spend a couple seconds on the Storch Fund just to help us all and Charmaine, hopefully, get a little information on that.
G. Kirkpatrick:	Yes.
M. Kissinger:	That's [inaudible] on page 10, so.
G. Kirkpatrick:	So, the Storch Fund is—there is an ongoing donation from the Storch Family, that is a family of—Bethlehem family who really appreciated the use of the 3D printer when we put that in, um, to the Makerspace and the family felt very, very strongly that they wanted to encourage the library to purchase public-facing technology to help our patrons explore new technology. At that time 3D printing was absolutely on the bleeding edge of that, now it's become a little bit old hat, you know, it's a, it's gone into

	production rather than being something necessarily on the edge. So, they donated that fund, there have been some matching funds, they did a challenge to the Friends of the Library to say, we're gonna commit a thousand dollars a year if the Friends can commit to a thousand dollars a year to put into that Storch Fund that goes towards that that public-facing technology. So, we haven't spent a lot of money in that over the past sort of year and a half. So, I'll give myself this half year as just, not—
M. Kissinger:	Sure.
G. Kirkpatrick:	—you know, crazy town, and then the year before that, the energy that would traditionally have gone towards the Storch, you know the Maker Spaces that sort of thing, went toward creating the Studio Maker Space and making that all work and all the technology. Now, the thing about the Studio Maker Space is that that money came largely from a franchise fee from the town of Bethlehem.
M. Kissinger:	Right.
G. Kirkpatrick:	Right. So, the cable—so there wasn't a need to tap into that Storch money for that, but that's absolutely the kind of thing that the Storch money is intended for, you know. This is a space that people can come and explore, they can you know—Adobe Premiere, how to make movies, film themselves playing music, all of those sorts of things, that's exactly in that sort of innovative technology and technology training that is the, the, the heart of what the Storch Fund is. Now, they were nice enough not to restrict the board on that right? So, it's not entailed. The money isn't—need to be spent, you know, approved or spent in a certain way but we have a moral, a moral obligation to, I think, honor the, the intent to which that gift was given to the library.
M. Kissinger:	Yeah.
G. Kirkpatrick:	The library holds it in our funds it's, it's not an endowment, it's just a line of money that we keep track of, you know, how much is in there and how much needs to be expensed. And that's, that's what that is.
M. Kissinger:	Okay.
G. Kirkpatrick:	So, it's \$16,000, is quite a lot of money—
M. Kissinger;	Yeah.
G. Kirkpatrick:	—to be able to do something impactful.
M. Kissinger:	Right. So, I'm, you know, obviously, you know, we'll put that on the agenda for the next couple meetings to maybe come up with some ideas or kind of figure that out so, hopefully that was helpful. Okay, that's, that's great any other questions on the financial report before we—

C. Wijeyesinghe:	I—[crosstalk] can I just ask for the family name because I—I'm slightly hearing impaired so you'll hear—see me adjusting my ears to try to hear better but, could you spell the name of the family because I'm not sure I'm hearing it correctly.
G. Kirkpatrick:	Absolutely. And it's also available at the bottom of page 10 of the—it's the last line on page 10. It's Storch.
C. Wijeyesinghe:	Okay.
G. Kirkpatrick:	S-T-O-R-C-H.
C. Wijeyesinghe:	Got it. thank you very much, thank you.
H. Narang:	Geoff, can we talk about some ideas for that funding next month, I guess, let's make sure we brainstorm some that can be applied remotely, so to speak, right? If we're still out of the building—
M. Kissinger:	Yeah.
H. Narang:	[crosstalk]—technology [inaudible] look like via Zoom, so to speak.
G. Kirkpatrick:	Great.
M. Kissinger:	Yep, absolutely, that's a great idea.
G. Kirkpatrick:	And they can also be, you know, now that we are circulating Library of—at this, we're going way off the track, but it's okay. The Library of Things—we're circulating many of the Library of Things items. If it's a piece of equipment it could be hand—you know, we know how to handle those sorts of things through curbside pickup right now too, so. Depending on—
M. Kissinger:	Great.
G. Kirkpatrick:	—the size.
M. Kissinger: (37:38)	Right. [laughs] Any other questions on the financial report? Okay, can I get a motion on that report?
C. Wijeyesinghe:	So moved.
M. Kissinger:	Second?
M. Redmond:	Harmeet.
M. Kissinger:	Charmaine and Harmeet. Okay, all in favor? Any opposed? Okay. The financial report is, is approved. The treasurer updates. We don't have a treasurer. I don't know Geoff, you want to do a quick update there or in the personnel report?
G. Kirkpatrick:	I think that's really—we'll go, we'll go onto the personal report in a sec—I think that's basically what I was saying just, you know, that page, page, that page 10. We've ended the year, you know, what Robert would have said, we're ending the year in a good fi—financial position. There will be money that has moved into the fund balance that will be available to the trustees to spend at your approval in the future.
M. Kissinger:	Okay. Excellent. Okay, so personnel report page, page 18.

<p>G. Kirkpatrick:</p>	<p>Okay, so we had been holding off hiring several positions, absent—we had moved forward on the library district treasurer, that's been advertised, we've moved forward on the technology—the library clerk for technologies. And we are taking our applications on that right now, and we'll be getting the interview process going for that shortly. That leaves several positions that we were just kind of paused on. We were waiting for the results of the, of the budget vote. We were waiting, we were waiting to see what would be happening with, I mean, with the library overall, how was COVID impacting things? Would that, would that be forcing [inaudible]. Just really, we're holding off on that.</p> <p>So, my question then to the board now is, as you know the, the budget vote was successful. I think we had a very—an overwhelmingly positive vote from the public and I think that's a, a, you know, a big, you know, big vote of approval for how we're handling the current situation. So, the question is can I now—would you be comfortable with me moving forward beginning to fill some of these positions as we, you know, in order to be able to handle the workload that we have in the library?</p>
<p>M. Kissinger:</p>	<p>So, the question I would have first, is, all the positions? Or, are there a rank order of the positions? And, is the, you know, work has changed obviously, and it sounds like from your other reports that it's ramped up in some cases big time.</p>
<p>G. Kirkpatrick:</p>	<p>Yeah.</p>
<p>M. Kissinger:</p>	<p>So, looking to fill all the positions or just in order, you know, at this point? Or, or some, or some other positions?</p>
<p>G. Kirkpatrick:</p>	<p>So, the, the positions that, that I think are, are the most necessary—there's a part-time library clerk position that I could continue to hold on. Ideally, I would like fill, but that's the one I think that would be the least critical to the organization. The senior library clerk in collection maintenance is the person who directly supervises the pages, and that is an important person in our circulation and technical services side of our operations. And that position is currently—the work of that job is being done by Catherine, who is our Assistant Director, she is doing the scheduling for the pages and, and managing them directly, you know. She was absolutely able to do while we were less physically present but now the schedules are, are more complicated.</p> <p>You'll see, I would like to see that position filled and then the full-time librarian. As we ramp up, those are the staff people that will be staffing</p>

	<p>the pop-up library, and on my team there's certainly a hole for a librarian to be able to do that. We're taking a lot of the work that librarians traditionally do with programming, with reference work and they're certainly doing a lot of that, and the programs that they're doing are taking more work than our traditional programs take. But we are taking a lot of labor of the librarians moving that towards the circulation side because that's what's needful right now. So, I could use that position for both of those reasons, both to be able to expand our services especially as the pop-up library moves forward to get them on the outside able to do that, at the same time it helps fill in for the circulation side of things.</p>
M. Kissinger:	Okay.
M. Redmond:	<p>I would also just make the comment, too, that for the treasurer position, we recently ran an ad for that. I was very surprised at the light response that we got with all of this going on, for a part-time flexible position in the town. I was somewhat surprised. We, you know, not to the point where we can't move forward with it, we definitely have, you know, a small number of very, very good candidates. I was surprised at the lack of volume there. So, I would encourage us to at least do some advertising and do some canvassing. I would hope that we do not find that we have a problem finding qualified people, but you know, there's a lot of strange stuff going on. So, I would, I would vote to move forward with some of this to test the waters and see where we are.</p>
G. Kirkpatrick: (42:47)	<p>I think it's—you may well—I know we have had—these all, of these resignations and retirements that had happened, really happened before the COVID closures. And since then, we've had really no resignations or, or people moving jobs. I think there's been surpassingly little. I think people are—I think you're right, Mary, I think if people have something that's working for them. I think there's maybe a tendency to keep that right now.</p>
M. Kissinger:	Yeah. Yeah. Any other questions on the—any of the positions?
M. Walsh:	Well, for the board treasurer, will we review candidates at all, at all or is that just all with you, Geoff?
G. Kirkpatrick:	Oh it's, no, that's with the Finance Committee. So, that's, so, Mary—
M. Redmond:	<p>We are still accepting applications through July 17th, that was the published date. And then we had also talked about it, Tanya's recommendation, which makes a lot of sense, that, you know, bringing on a treasurer, a new person, it's going to take time to train them and bring up speed with operations. And, early on during the audit preparation and people being out of the building, it's not an optimal time to bring</p>

	somebody on. But I, I would recommend that at least come July 17 th , the Finance Committee, which, I think at this point would be Geoff, Tanya and myself, and include Tracey in the discussion of, do we want to move forward and do some interviews so we don't lose some potentially positive candidates? And then, figure out what we do moving forward to start them in the position.
M. Walsh:	Okay, and I noticed too—and on page 18, it says the treasure is up to 12 hours a week. But I thought that Robert was working 20 hours a week, and I just want to make sure I have the right information if I'm gonna go, you know, mention it to some people that I know. Some CPAs I know.
M. Kissinger:	Yeah.
M. Redmond:	It was—Robert was an average of 20 hours, or just under 20 hours per pay period, okay? When, when that, and let's, let's not make this personal. When the treasurer position was, um, anticipated, when we hired, we did some analysis and we guessed it was going to be 10 to 15 hours a week. I think that ended up being right around where it ended up being. And of course, then we were on every two weeks, now we're on twice a month payment. So, we might want to change that wording, but I would say an average, an average of 18 to 20 hours a week. And it is flexible, there's some times where it's busier than others.
G. Kirkpatrick:	Per, per pay I think, yeah. So, eight—it's, um, no—I don't think it would ever be more than 12 hours a week you know absent—average over the year.
M. Redmond:	Average. Average per week, yeah. There could be times during the audit or when we have a special project that we may need more.
G. Kirkpatrick:	So, 20 hours of pay, which is half the month.
M. Walsh:	Gotcha.
G. Kirkpatrick:	Half of that or a little bit less. But that's you know that's under the control of the individual right? This person operates with a lot of autonomy, they report directly to the board, and it's, you know.
M. Walsh:	Okay, thank you.
G. Kirkpatrick:	Yup.
M. Kissinger:	Yeah. I mean the, the budget is budgeted for this amount, right? I mean that's, that's what we, we, okay. Yeah, so, I did get some interest from a few people, I don't know if they applied, but, I encourage everyone that called to, to apply. So, let's see. Let's see. Okay is there any, Harmeet?
H. Narang:	Just a quick question, Geoff, are you looking for permission to proceed with all five of those positions including the treasurer?

G. Kirkpatrick:	Well, the treasurer is up to you, so I'm not seeking permission to fill that, that's on the board, you're gonna, you're gonna move forward with that. I, I, we have—we talked last month about the library clerk full-time for the IT, that's the first one. And then that really just leaves me with three other positions: the senior clerk full-time, the librarian full-time, and the library clerk part-time. I was the one who put those on freeze, you all had already approved them. I just wanted to circle back and talk before, before I move forward at all, you know, what's your general feeling? Is it time for me to begin to look to fill those positions? It will take me two months to get them filled anyway, with the canvass process, you know, sometimes it's shorter, but usually longer than that.
H. Narang: (47:29)	Okay. Yeah, I guess, personally, I'm a little nervous right now to fill too many of those positions at this point. I guess I'm sort of waiting for the other shoe to drop with regards to other companies out there and what they're going to do as they get closer to fourth quarter numbers, right? Everybody who saw a huge drop in the March and June/July time frame is potentially going [inaudible]. It's probably going to see some head count reduction pressure before the end of the year to make their, their fourth quarter and their year-end numbers. But I don't know what that's going to then look like for our overall community, right, funding availability, etc., right? So, for some reason if we end up going into next year with a very flat budget, or possibly even a reduced budget, right? It'd be great if we hadn't staffed up and then had to risk you know, cutting back, right?
G. Kirkpatrick:	Correct.
H. Narang:	I'm not saying, maybe we should wait a year, right, to hire any of these positions, but if we can we can keep our heads above water by just adding the senior library clerk full-time right now, and hold off on the other two or three for another couple of months, right, as we get some more visibility to what the rest of the year looks like? That'd be my suggestion.
G. Kirkpatrick:	Okay.
M. Walsh:	Well, Geoff, are you feeling short staffed at all? Are people kind of at the end of their rope with the new process?
G. Kirkpatrick:	I think—so, so that was—where we were short staff and I will, I will have no, no hesitation in saying when we had the staff divided into three teams: not enough people to make the thing work. Superhuman feats of effort to make the thing work. Last week was the first week where we were 50/50. You know, and A/B [inaudible] teams, we were cranking in there but people leaving on Friday, did not have the hollowed face—
M. Walsh:	Yeah.

<p>G. Kirkpatrick:</p>	<p>—faces that I'd be seeing up until now. So, we are okay. You know, obviously, everybody—we always want to have all our slots filled and we want to have all the, the schedules filled. The schedules are very weird looking right now. That's, you know, if you get any questions from the public that are saying, you know, why is this, this odd schedule, this sort of 11 to 7? That's a full-time shift, right? That's, that's eight hours. There's a reason, there's a reason it kind of looks like that. And, in order to staff ourselves nine to nine, takes much closer to a full staff to be able to do that. And that's why we're not there right now, really it has to do with the level of staffing that we have, that we're capable of having in the library.</p> <p>So, I think we are okay. You know, certainly, there are people who are doing more work than, than we are used to. Absolutely everybody in the library is working hard and doing things that they are not normal— is not normally their job. Everybody has a lot of duties. It's one of the reasons, from a civil service perspective, the librarians, you know, which, I'll include myself, but all the librarians you think about the, the flight of titles that go from page, up through the clerical titles, library assistant, and up through the librarian titles to the director, that's what's called a series, right? And all of us can work within our titles within civil service to the, to the, the subordinate titles. So, the librarians are the ultimate switch hitters, right?</p> <p>So, if I need somebody to do a certain clerical tasks, I don't have to say, 'oh is that in their job description?' It's automatically in the job description because it's, each title subsumes everything that is done in the title that's below that. So, that's why those librarians are so very flexible, um, in their abilities to, to be slotted in everywhere. So, that's why I find those, those positions to be super helpful, because we can slot them around. Whereas, if I have a library clerk, there are certain duties that are defined by their civil service title, they're not able to do. You can't necessarily—I can't replace a librarian with a library clerk, but I could replace the duties of a library clerk temporarily with a librarian for a shift if it was needful, yeah.</p>
<p>C. Wijeyesinghe:</p>	<p>I, I have a quick just, question, I want to make sure I'm reading the chart correctly. Were all the positions that are listed, existing positions? There's one that says library clerk full-time and has no incumbent. Is that a new— was that a brand-new position that was approved by the board?</p>
<p>G. Kirkpatrick:</p>	<p>The new title. So, that one, so if you look at the, the top of the list, the technology assistant full-time, and the library clerk full time, you'll see a little 'or fill as.' Those first two, the first two [inaudible] rows, technology assistant full-time and library clerk full-time, that's the same position. And</p>

	we're not going to fill both of those it was an either/or. So, we're kind of saying, oh we could fill it, we could fill it this way, but we had trouble finding technology assistants. That title, in Albany County is being used to fill positions that are making—
C. Wijeyesinghe:	More.
G. Kirkpatrick:	—seventeen thousand dollars more a year the, the, the, the school districts are hiring these people in at 50.
C. Wijeyesinghe:	Sure.
G. Kirkpatrick: (52:31)	<p>But maybe just under 50. So, it's very hard for us to find somebody, and then keep those people. It's great, they're going on, they're making more money, great, but we don't keep them. So, we're trying to say, hey, could we do a lot of the duties that we were doing with this assistant, could we fill those with a library clerk, and what would those duties be? The very routine updates to PCs, putting out um, you know, putting out new equipment, and, and managing the routine tasks that we have with studio. We felt that that fit well within a library clerk title, so that's why we switched that.</p> <p>So, it's not both, it's either/or, and we've decided—we have a lot of library clerks in the library, and we thought, rather than trying to find somebody with the skills we need and make them love the library, we might—we thought we might find somebody who already loves the library, and give them the skill sets we need. And that doesn't preclude that title at some point, if they gain the necessary credential to move up into technology assistant, there's growth potential on that job, which is not true of every position in the library.</p>
C. Wijeyesinghe:	Okay. And, and just so I understand, that these were all approved already by the board and they were all included in the budget process that you went through in the spring to develop and the budget was passed, that's—
G. Kirkpatrick:	Correct.
C. Wijeyesinghe:	Thank you.
G. Kirkpatrick:	Yeah, so we're just so, so Harmeet's question and, and it's—I'm a hedge the bet kind of person too. It's—if we needed to hedge our bet next year, you know, salaries always grow, they just do, you know, there's just an expansion of salary. Rather than get ourselves into a layoff position, would it be better to not fill a position, and then have the flexibility of that salary in those benefits lines to be able to bring the budget in if we had to go with a flat budget next year, just, if that's the economic situation that

	<p>we're in, would it be better for us to find ourselves not in a layoff position?</p> <p>That's Harmeet's argument, you know, to say would it be better to just not have filled that person, and have to deal with that? Or would we be able to deal with it with a—you know through attrition? How would the, how would the library handle—and it's just, it's just a different strategy. It's really, is a question that's—I'm glad we're having this discussion because this is exactly what I'm looking for, for you is, would you rather us hedge our bets a little bit, or is it, you know, the budget passed, let's go, you know? And that's, uh.</p>
M. Redmond:	Right. Maybe I'm beating a dead horse, but I just, I want to ask specifically about the IT position. Because one of the reasons we started talking about that six months or a year ago was because we have an IT Department in the library with one person.
G. Kirkpatrick:	Correct.
M. Redmond:	Which I, I believe is structurally, you know, it makes me nervous, because one person, if they—if something happens and they're suddenly not there, that's kind of a bad place to have—not have backup, okay? So, my question is, if we lean toward maybe waiting to fill a position, do we have people on the staff that you could move in to provide support and backup in the IT Department? Or, is that unique enough that we need to hire another library clerk?
G. Kirkpatrick:	I think—well, the library—I mean, so we're actively pursuing that library clerk right now. I think you're exactly right, that we are weak there and I think that position needs to get filled as we are actively trying to fill that right now. That's got to happen, that—
M. Redmond:	All right.
G. Kirkpatrick:	—from my—
M. Redmond:	That that's not part of this, 'maybe we hold,' that one's going forward.
G. Kirkpatrick:	Correct.
M. Kissinger:	Yeah.
M. Redmond:	Okay.
M. Kissinger:	Real quick.
G. Kirkpatrick:	The three positions that are, that are, that we're talking about are the senior library clerk full-time, the librarian full-time, and the library clerk part-time, uh, for circulation. Those three titles that are kind of in the middle, above district treasurer and below the library clerk full-time, those

	three positions, there's two full-time and a part-time position there. Is a time for me to start, start filling those or hold off?
M. Kissinger:	Yeah, my sense would be not all three, but two, two of the three, or maybe one of the three, you know.
G. Kirkpatrick:	Okay.
M. Kissinger:	You know, that's, that's what my sense is I, mean I think, I would defer to your discretion on, you know, what the true need is or what's the most pressing need right now, but I agree with Harmeet, like I don't, I don't want to be in a layoff situation, you know, I'd rather just slower, slow higher, and then—
G. Kirkpatrick:	Yeah.
M. Kissinger:	—may be able to [inaudible] it.
G. Kirkpatrick:	Okay.
C. Wijeyesinghe:	I, I have a question. The, the librarian full time, this is for public services?
G. Kirkpatrick:	Yes.
C. Wijeyesinghe:	Would you consider making that a part-time position or does that not help at all?
G. Kirkpatrick:	We, we actually created this out of a full-time at a part-time position and the difficulty—and that may change post-COVID but just, before COVID, finding a part-time librarian who could work the hours during the day that we needed them to, was just surpassingly difficult.
C. Wijeyesinghe:	Okay.
G. Kirkpatrick:	It just—we were so close to full employment that, you know, we always have very good luck finding librarians and library clerks to work evenings and weekends as a supplemental position to another full-time job, but so many people had—were finding full-time jobs, that finding daytime part-time, when we have those people, they are precious. And that's, that's where we need the coverage is, is, is in the middle of the day. So, that's why we, we created the full-time position, just to make it attractive enough to be able to bring somebody in [inaudible].
M. Kissinger: (57:41)	Okay, any other comments or questions on that personnel report? Okay, I don't think we need a motion on that right? I think you got direction. Okay, so moving on to director's report page 19 to 28.
M. Redmond:	I'm sorry, I have one question going back to the financial report. We made—
M. Kissinger:	Okay.
M. Redmond:	—a motion and we approved the financial report. There was no notation in that motion to approve the disbursements. Do we need that specific

	language in the motion or are we covered with what we approved? Typically, we, we specifically approve the disbursements.
M. Kissinger:	I think we can go back and do a motion on the disbursements.
M. Redmond:	I think we ought to, to be consistent with what we typically do, don't we Geoff, I think we do.
G. Kirkpatrick:	Okay, so let's look at approving the disbursements as summarized on page 13 and then [inaudible] on pages 14, 15, and 16.
M. Redmond:	Okay, so I make a motion that we approve the disbursements summary as shown on page 13 of the board packet. Is that sufficient?
G. Kirkpatrick:	Yeah.
M. Redmond:	Okay.
M. Kissinger:	Okay. Okay, any second on the motion?
M. Walsh:	Second.
M. Kissinger:	Okay Michelle. All those—any discussion? All those in favor raise your hand. [inaudible] Any opposed? Motion carriers. Okay.
M. Redmond:	Thank you.
M. Kissinger:	Thanks, Mary.
C. Wijeyesinghe:	Can I—
M. Kissinger:	Okay, so director's report.
G. Kirkpatrick:	Okay.
C. Wijeyesinghe:	So, hang on a sec., I have a question. So just—I know we just had a big personnel discussion and again I'm, I'm learning so much from listening in. Geoff, were you asking people if you could go forward to hire all those positions and did you get a firm answer? I'm not sure.
G. Kirkpatrick:	I think I have, I have a sort of a middle of the road answer. I, I think I got it, so that the two that we're actively recruiting right now, the, the board treasurer and the full-time library clerk in IT, we'll actively pursue those. That may sort of get to the capacity that we have in HR right now to try to fill, and then on those other three positions, I'm fine with a slow walk—
C. Wijeyesinghe:	Okay.
G. Kirkpatrick:	—which is, which is how I will I think that seems to be the average that I'm getting from everybody and I'm perfectly happy with that...so.
C. Wijeyesinghe:	Great well, thank you for that summary. I wasn't sure exactly what the decision was or the direction that you were taking, okay, thank you.
M. Kissinger:	Okay. Geoff?
G. Kirkpatrick:	All right. So, I will read through my whole director's report. There was a lot of good stuff that happened this month. I think our procedures—I'm very pleased with the way, overall, the curbside pickup as designed is working. Not having people have to create appointments to come in at certain

times, we're leaving that open. Having enough staff to, uh, deal with those on the fly as they're coming in seems to be working well. We're getting enough repeat customers that the sort of the initial explanation of how does the system all work, those kind of questions are dying down a little bit as people are becoming more familiar with just how the system works. We get more people who, who look at us when we're out in the parking lot and go, yeah, yeah, yeah, thanks so much I got how this works. So that's, that's just sort of overall we really have curbside down pretty well.

At the Directors Association last week, all of us were talking about that we think no matter what happens with infection rates, absent an executive order to really, really lock things down, we believe we can continue with curbside pickup in the way that we're doing this, in a contactless way, across a wide variation of, of situations no matter what, you know, people keep saying in the fall, that there might be a spike in infections, and all this stuff, we believe that we can continue in a safe way with curbside for, for the long haul. And that's sort of independent of what we decided to do with letting people into the library. Pop-up library, all of those other things that are happening, we believe we'll continue with curbside. Lots of people who are happy with curbside are comfortable with that level of service, and even were we to open up tomorrow, there are some people are would be in there tomorrow, and lots of other people who would not. So, um, so we intend to continue curbside—this, this for the long haul.

So, that as well as the way the sheds are working with returns and we're sequestering those items for 72 hours, that is also working very well. So, this is, you know, in the past month we have really been testing all of those systems that we had designed in theory, and now been put into practice. I'm very pleased with all of those things and the way those are working. There are some—what I would have described weaknesses of the building, but the fact that we can open up that garage and have the parking spots right outside the garage, pop out, have the items there, that works even in the rain. One of the most common questions I get from the public, well, what happens in the rain, and I'm like, you know what, we don't melt. You know, lightning is a whole different deal. But we can—we manage to deal with rain pretty well and get, get the items to people in a safe way. So, I think the public is very appreciative of that. And, we're, you know, I always say, anybody who needs to feel some love, go out there and work as a runner for a while and drop those books off, they really, you

	know, we just, the positivity is sort of overwhelming and really has been quite moving from the public. Summer Reading, oh, go ahead.
M. Walsh:	Yes. I just, I wondered Geoff, if you have any sense if the returns now are still returns from pre-COVID, or are they now returns from things that have recently been checked out, like because we have no fines in place. And, and I'm just—
G. Kirkpatrick:	Right.
M. Walsh:	—wondering if, if that's affected returns at all.
G. Kirkpatrick: (1:03:11)	<p>So, it's a great question. So, actually the—we have 11,000 items as of the end of last week that were still checked out from pre-COVID times. So, there are lots of things that are still checked out, but those due dates got kicked up to July 15th or thereabouts, right? So, they tried to stagger them a little bit. So, they kick forward all the due dates, so we haven't reached yet the due dates, so even though there aren't fines we also haven't reached the due date that kept being moved forward until the libraries were open enough to be able to, to do that. I don't imagine we're going to be kicking those due dates forward again.</p> <p>We are going to continue to do no fines at least through the August board meeting. And that's—that just takes so much pressure off of people. They're so worried. Some people are very nervous to come back, even to come in and drop their books off. That's fine. But we're getting to the point where we're going to start—we're going to have due dates. So, everything that's checked out now has a due date. All of those items that were checked out before COVID have due dates. Those will spark some people, they'll get an 'overdue notice,' you know, even though it doesn't have a lot of teeth, we'll see what, what, what sparks with those. And then we'll monitor that and see how those items start to come back in. So, there's still plenty of items out but there's also a lot of items that are—have gone out and come back since we've been doing curbside service, so.</p>
M. Walsh:	Great.
G. Kirkpatrick:	A healthy mix. So, Summer Reading is kicked off in, in, in the ways we're starting to have our programs. Jester Jim is either coming or has come, to do his virtual program, so all of those sort of big kickoff programs. We're still trying to encourage kids to read during the summer and, you know, and librarians are working hard to, to engage with the—to engage with kids on that subject. And we offered 16 virtual programs and six virtual outreach events, reaching 306 people. So, it's, it's different than what we used to do, but we're still out there getting our message about Summer

Reading out to the kids and, and being able to deliver books and—to kids at the same time from curbside pick-up [inaudible].

But we are starting to [inaudible] pick-ups. Questions from the public, you know, 'oh that's great that I can request a book but I don't know the titles of books for my kids.' And that's where, a service should be up at the end of the week, where we have book bundles, where someone can go on—check off online and say, 'I've got a 3rd grader, can you just select me 15 books and I'll come and pick them up,' right? You know and I, I think for, for kid's books in particular, that's going to be an important—an important thing, right? So, you don't necessarily have to pick title by title by title. You think about board books for a little kid, what—does it matter what the title is? A little bit, but it doesn't really. Mostly you just need a book. So, we're going to be—we'll be working on that, that electronic form that people can fill out and they'll be picked up through curbside as well. So, that's all happening right now. We're excited about that.

Circulation: we're still issuing new cards, a lot of new cards. A lot of questions about how Hoopla and Kanopy and OverDrive work. The librarians are answering those questions over the phone and they're doing a lot of phone reference to bring people along, for people who are, you know, struggle, may not know how they work with their devices, but we've had a 100% success rate so far with that, so we really have a, a good success rate of getting people able to use the services of the library. So, that's—I'm proud about that. A lot of reconfiguration inside the library. These hold shelves keep expanding and expanding, as you can imagine. The whole process and the curbside being our major way that books are going out of the library right now, we just keep taking over more and more shelves to be able to hold all of, uh, all of the holds. So, if you were to come in the library right now it does not look like what it used to look like. So that's, that's okay. We will, you know, we can work with that. There's just a lot of, sort of continuous reconfiguration [inaudible] just continues to expand and expand.

Um, we'll talk about HVAC a little bit later on. Then, we wanted to talk about the executive order for the public meetings, right? So, right now, the executive order that allows us to have this meeting virtually ends August 5th, which would be before our next board meeting. I have no reason not to expect that that executive order won't be moved out again to continue to allow this, but it is something I thought necessary for me to

	mention as things sit right now, we do not have the ability to hold this meeting virtually next month in August. I'm planning on a virtual meeting, I think we'll be able to do it, just something to keep in the back of your head.
M. Walsh:	Geoff, I noticed you have 20 submissions for the Quarantine Memory Project?
G. Kirkpatrick:	Absolutely.
M. Walsh:	Are we asking for submissions? Is that still open? Okay.
G. Kirkpatrick: (1:08:14)	Actively, actively, uh, requesting those. And again, I'm always amazed by what people choose to submit, you know, even though we think, oh you're gonna tell a narrative or maybe give us a picture. We've got songs and pieces of art and all different way—people are so creative about how they react to how they're feeling right now. It's just, it's heartening to see. So, we are still actively requesting people to submit for that. We got some nice press for that, you'll see at the bottom of the board packet. We've got some nice press.
M. Kissinger:	Great press, yeah, it's good. Yeah.
G. Kirkpatrick:	So, let's look at—let's talk about statistics a little bit. Everybody's favorite subject. I'll try to go quick, but if you look on page 23, you'll see, this is the checkout, oh, yes, Harmeet.
H. Narang:	Thank you, Geoff, one quick one on, if curbside pickup because—becomes a longer-term service—
G. Kirkpatrick:	Yeah.
H. Narang:	—on investment, we need to look at making—to make that sort of more manageable with the weather. Whether it's tents or that sort of thing. I mean in August it's going to be hot, in October it's going to be freezing, and nobody [inaudible] a librarian to work outside when it was below freezing.
G. Kirkpatrick:	So, let's say this was rolling in December. I think November, December we would definitely be looking at some sort of tent to be able to have outside the garage to allow people to, to get out there and, and [inaudible]. We did have a lot of rain, the floor in the, in the garage gets slick, it wasn't designed to be rained on, so we've had some folks slip, so we put some mats on there to make sure that everybody is as safe as possible. So, you know, as the ice comes on, it's going to be something we'll have to factor in, so.
M. Kissinger:	Should we look at a tent now? So, you're looking at being like a, you know, for the heat?
G. Kirkpatrick:	We've got tents on order right now for the pop-up library, and I think

	those tents, we're gonna look at because they're sort of more like a, like a fabric garage, do you know those kind of tents? Like a heavy pole, not a pop-up that you'd—not an easy-up you'd use in camping, but a more substantial tent. And I'm trying to think, um, we're gonna look at those, we're see what size, how, you know, how big they are when they come in. If we're happy with them, then those are the kind of things that I would imagine we would be purchasing. How, you know, how, how sturdy are there? You know what kind of, what kind of abuse can they take? And then, also, you know, we're anticipating the Friends would still like to hold a book sale in October.
M. Kissinger:	Oh yeah, right.
G. Kirkpatrick:	Likely to be outside. So, if we could have tents that had sides that came down, they could have their book sale outside of you know weather—at least slightly weather independent. So, so, I'm trying to think of multiple uses. I don't want to be buying these and, and have it used for a month, and I never need it again. I'm trying to think what are the other potential uses of that.
M. Kissinger:	Great.
G. Kirkpatrick:	It's a good question right? and I think—
M. Kissinger:	Right.
G. Kirkpatrick:	—I think probably curbside, uh, so we're amping up—just in response to that, we've amped up. We have many new patrons that are using Books to People where we bring the books to their home, those folks who are either really nervous to use the library, you know, immunocompromised, or inbound, we're taking the books to them. So, we've got some new people using service and it's a good service, it's used all the time, but I, you know, frequently people don't think about it and just the, the—Kristen's been pushing on it and I think people thinking a little bit differently and we've gotten some new, new patrons over [inaudible] and I'm imagining that could continue [inaudible] see increases in that service...so.
L. Scoons:	Geoff, I think that the tents would be great for some of your outdoor activities in the summer that have previously been rained out, so keep that in mind too.
G. Kirkpatrick:	Yeah, I mean, you know, here I was kicking myself because I wished we had, we had, uh, you know, an awning or a, you know, band shell over the, over the stage, you know, but we can, we—if we can put that together somehow, I think that's exactly right so, create a little shade. All right, so let's go back and look at curbside by hour. You'll see the first week, you

know, was where people were just sort of getting used to it, on page 23, and then it ramped up in the second week, third week, and then last week we really, you know, we're starting to see—and I do have the numbers for this week [inaudible] have that up. I don't think I can share it across, anyway the, the week that just happened looks largely like, but being five days, the numbers are very similar to, um, to the fourth week, so those numbers seem to be stabilizing, they're going up a little bit, so. That seems to be where we're hanging, you know, and then we're just analyzing where is it that they're coming. There's one to two, we certainly get a rush at one, we get a rush of two, and then, you know, a little bit of a rush at three.

We had a lot of requests for people who wanted later in the evening hours. It really starts to die off after six. I think it's great that we can offer that service 'till seven for the people who just really can't come at another time. People who are coming after six love it, but from a numbers standpoint it's a, it's a relatively small number of people. The next thing, we would be looking to expand earlier in the day, you know, maybe eleven, we could push the one to eleven. Push that forward in the day. That's where we're looking right now.

Then let's roll down and I want to just talk on page 24, the statistical report. The regular statistical report. It's, uh, you know, lots of the numbers are still bleak, but they're not minus 100%. So, we're starting to see some of these numbers coming back, and I just want to point out a few things, so again, our programs, you know, again, new normal, all digital programs but just, um, the programs and program attendance and outreach, and outreach attendance is happening. Those are, you know, um, each one of those programs takes a lot more work than the programs of the before time. But, they are happening and we are meeting [inaudible] patrons virtually right now, for our programs.

As—and then I want to talk about the circulation numbers. So, comparing June of this year to June of last year, I think there's some interesting things to take out. And I think particularly when we look at that column which is the percent change. Most of them are negative right? But look, the—how negative they are compared to the circulation from last year: vastly different depending on what the collection is. And that's largely buoyed by the electronic circulation. So, take as your best example of this: circulation of young adult audiobooks was higher this year than the same

	<p>month last year. So, we circulated more things in a little bit of curbside and a lot of bit electronic in that particular collection. Now, maybe that's an unfair collection to look at because of the audience for that collection. But it's just something to, to take note of.</p> <p>For instance, the difference between non-fiction and fiction. So those are two big collections, lots of circulation. I think the numbers mean something when collections are that large. If you look at adult fiction, you know, we lost half of the circulation of that collection, but in non-fiction, we lost 71%. Much more circulation happening electronically for, um, for fiction than non-fiction. Some things are more browsing collections, some things are more requesting, or more requestable, request-friendly collections.</p> <p>And then when you look at audio, that—think of that as—it certainly includes CDs, but it's mostly audiobooks. Only a 35% drop, compared to much higher drops in other collections. So, that means that many of the patrons that are using audio books are finding them electronically right? So, it's a very high percentage of the circulation is electronic. So, we're certainly sending audiobooks out through curbside, but many, many more are going out, um, via, via our electronic services: Hoopla and OverDrive. So, I think this is interesting for us and then the, the most depressing thing for me personally, is all of those children's collections.</p>
<p>M. Kissinger: (1:16:12)</p>	<p>Yeah.</p>
<p>G. Kirkpatrick:</p>	<p>You see the impacts of not being able to come in. Parents come in, they grab up 50 kids' books, they walk up to the circ. desk, we check them out and they go out. Kids read these ones and that one and whatever they, you know, and they use them for the next morning as they're doing their reading. That is a super depressing number for me. And it's based on the fact that for—think of a picture book. It is not replicable yet electronically. That is just not an experience that can be, um—a device doesn't exist that allows for big format, make sure your comfortable sitting, you know, a child sitting in a parent's lap and reading a book. Just not ready for prime time in an electronic format yet. And so, that's where those book bundles are going to be, uh, I think, really essential, is how do we get those books into people's hands? The book bundles and the pop-up library, lots of those items are going to go out, and just, come in, grab a bunch of them and take them home. So, that's, um, you know, that's, that's how those are. I think that's just important, to take note of that.</p>

And then, uh, we'll roll on down to the to the miscellaneous part, uh, of, of this chart, and then down towards the bottom, you'll see book use. So, last year this sort of a, just a general number of electronic book use. Last year in June: 6,400 electronic checkouts. This month: 10,100. So, a four—a 57% increase in our e-book use this month over last year. So, that's, you know, some people are—there were already natural increases happening about 20%. So, the, the tail was starting to level off a little bit, but it's just a lot of people are finding what they're needing via the electronic collections. Maybe not by preference. Still hearing from a lot of people, 'I want to hold the book in my hands.' Absolutely, me too. But, but, they're finding what they're needing for their reading. Clearly more in the fiction than non-fiction, more adult than children's, but it's just interesting for me to analyze where are the places where, where people can be better served electronically, um, you know, and that leaves us with areas of improvement in the future, so.

We'll go down to number 25 here really quickly, uh, uh, about the gas usage and electric usage. Those are certainly there for you. And you can see the electric usage, which is most of the expense of gas and electric is electric. You can really see, um, a major decrease in the electrical expense. And that's not because it hasn't been hot, it's just because we're not running the lights as many hours as we normally are. All sorts of electronic devices that are not on in the library right now. And that's why that number is, um, you know, lagging down. It's not going to save us that much money. We're not going to balance the budget based on a drop in electrical use, but, but there it is. We'll see. It'll be interesting to see [inaudible] it's been pretty hot so.

And then, I'm not going to get into the specifics of [inaudible] service. But certainly, on page 27, you can see the, the relative use. Take the, the June example on page 27, which is the far-right set of bars. You see OverDrive is the, is the red color. That's the biggest use clearly. OverDrive is our biggest service. And you'll see Flipster, which is magazines. Kanopy, which is the movie service, and Hoopla, which is books and audiobooks and a little bit of movies and [inaudible]. You can see the relative, um, the relative market share of those of those items. So, when we talk about what we, what can we throttle what, you know, what services are we spending most of the money on, you—you'll see right there most of the money is OverDrive because that's where most use is.

	And, page 28, we've got a social media, social media impact. We've seen some good increases in Youtube, and those were, highly, highly, uh, interested in the Candidate's Forum. That was a really, well received and well-used Youtube, but also just the programming that we're doing on Youtube, getting more views there. Youtube—our Youtube account we've had for years and years and years, largely languished as we didn't necessarily use it as a primary social media platform, but now we're using it, not just for these board meetings, but for things like the Candidate Form and for our programs too so.
M. Kissinger: (1:20:39)	That's great. Thanks Geoff. Any other questions on that report? Any additional questions is should say.
M. Walsh:	Just real quick 'yes' or 'no.' Are the book bundles just for kids?
G. Kirkpatrick:	No.
M. Walsh:	No, it's gonna be for adults too? So, do you say, 'I want a romance bundle or a fantasy bundle or a sci-fi,' okay.
G. Kirkpatrick:	You got it.
M. Walsh:	Gotcha.
G. Kirkpatrick:	Yep.
M. Walsh:	All right.
G. Kirkpatrick:	And then, because there's a lot of books in the library right now, so it's kind of, a, it's kind of an easy pickings right now to go through and say, 'oh, I like this kind of author': pick, pick, pick, pick, pick pick pick, pick a bunch of them for you and send them out the door, you know.
M. Walsh:	Gotcha.
G. Kirkpatrick:	I need, I need those books out of the library.
M. Walsh:	It's a great idea—
M. Kissinger:	It is good idea, yeah, yeah.
H. Narang:	Geoff, is there any way to make those, um, available without having to request them? The bundles?
G. Kirkpatrick:	Just sort of put them together and pull up to the door and say, I'd like some mysteries?
H. Narang:	Yeah, I'm thinking the, the candies next to the grocery check-out, you know, the, uh, the impulse items.
G. Kirkpatrick:	I think it's a, it's a good idea. I think we can bag some things up and have them ready. I'm hoping that some of that impulse I'm going to be, uh, taken up by the pop-up library outside. That's where—we're going to put, we're going to put a lot of the candy there. Uh, a lot of really popular titles and a lot of really popular items we put that there and, and people can

	come in and just look at, you know, whatever, whatever the latest title is. That's a good idea too, let's see if we can work that in.
M. Kissinger:	So, where exactly are you putting the pop-up library?
G. Kirkpatrick:	Out on the plaza. So, we're gonna incorporate some of the benches and, um, you know, we'll have no—[crosstalk] open air [crosstalk]
M. Kissinger:	Okay. Yeah.
G. Kirkpatrick:	People come to the parking lot, park, walk up, grab a bunch of stuff, uh, you know, our reticence has been...with the library closed and returns, we can sequester, and for sure sequester items for 72 hours before the staff or public are touching them.
M. Kissinger:	Right.
G. Kirkpatrick:	With a pop-up library, someone's browsing and touching—
C. Wijeyesinghe:	Putting it back.
G. Kirkpatrick:	—little bit more, the grocery store model, um, you know, where you could pick up something and put it back. I think we'll certainly be encouraging people to say if you pick it up, take it home. I mean, why not, it's free? So, you know, I think we'll be trying to do that, but we're not going to have the level of control that we have right.
M. Kissinger:	Yeah. Are you doing gloves, gloves, uh, or just sanitizer?
G. Kirkpatrick:	A lot of, uh, for—well for the staff, we make gloves available for everybody.
M. Kissinger:	Sure.
G. Kirkpatrick:	And we are really pushing on hand hygiene.
M. Kissinger:	Okay.
G. Kirkpatrick:	So.
M. Kissinger:	Yeah.
G. Kirkpatrick:	But we will absolutely have hand sanitizer out there.
M. Kissinger:	Okay, great.
L. Scoons:	I was going to say, one of the things that might be good to do is, and I'm sure the librarians will go crazy with putting together the book bundle, so that sounds fun. But maybe do something like, you know, if you're interested in this author, maybe try these. And I'm sure you could really build your, your, uh, book clubs too that way, because that's a really popular thing these days with, you know, reading experience.
G. Kirkpatrick:	Sure, just the recommendations.
L. Scoons:	Yeah.
G. Kirkpatrick:	You bet.
M. Kissinger:	Okay, any questions? Okay, thanks Geoff. I will go to UHLS report, if there is one? Lisa?

L. Scoons:	Okay, uh, on this—I'm on the services committee, we did meet this month to put together some criteria for the legislation that was passed last year to allow for a 90% award for communities that are economically distressed. And we really tried to focus on standards that gave us as much flexibility as possible, um, really truthfully, I don't know that we're going to be—with so little money available this year for construction grants, I don't think we're probably going to really touch on those, but, who knows, maybe we'll be surprised. The adult and youth awards were selected but Upper Hudson has still not announced that so we kind of gave them a little nudge. And they're talking about possibly doing a Facebook event for that. So, if that's something, uh, that people have interest, hopefully, they'll reach out. Have you heard anything, Geoff, on that? So—
G. Kirkpatrick:	I have not.
L. Scoons: (1:25:14)	—hopefully that would be something that some people would be interested in seeing, outside of, kind of, the library community, so. But that was it.
M. Kissinger:	Great. Any questions? Okay. Going to new business. So, the first, first item is the CSEA contract memo agreement on page 29. I think we talked about a little bit, but I don't know, do you want to do quick highlights of that Geoff, it's pretty simple, but.
G. Kirkpatrick:	Absolutely. So, it is, it is the simplest contract update that I've ever done. So, this is a one-year rollover contract. It includes [inaudible] any of the language, the meat of the language of the contract, other than the dates that are required to make the contract effective until, uh, June 30 th of 2021. We negotiated to do a COLA amount of 1%, and just that one-year contract, it just keeps everything short and we agreed that we would come back with the union next year and have, uh, more of a substantial renegotiating of the contract going forward when maybe, um, they and we could know a little bit more about what the situation would be in the future. Traditionally, we have two and three-year contracts, we, we, most people like to get to a three-year contract, we had, uh, several [inaudible], and then, I don't think we were comfortable, uh, going for that long a contract with so many things [inaudible].
M. Kissinger:	Okay great, and thanks to the people that helped on that, I think, on the board. Any questions on that?
C. Wijeyesinghe:	No, just, um, I realize that board probably has had a significant amount of discussion with that, and Geoff during my, uh, orientation, he and I went over it, so, um, I feel comfortable voting even though I was not part of the process. Geoff gave me quite a good overview and update on it.

M. Kissinger:	Okay. That's great. Good. Okay, any other questions? I need a motion.
C. Brancatella:	I'll make a motion to accept CSEA, the contra—the contract extension with CSEA for one year and to change the COLA to one percent for this coming year.
L. Scoons:	I'll second.
M. Kissinger:	Great, uh, any discussion? Okay, all those, um, in favor of the motion please raise your hand, say aye. Okay. Any, uh, opposition? Any abstentions? Okay, motion carries. Thank you. Um, thanks for the people that helped on that, it was very—I know it wasn't—it was a little bit of time, so. Okay, M/C salaries for 2021.
G. Kirkpatrick:	Okay. So, those have been distributed to you. My proposed M/C salary schedule, it will not surprise you, that, uh, the, the increases that I'm recommending for the M/C staff are exactly in line with those that have just been approved as part of the memo agreement, um, for the bargaining [inaudible]. So, I'm proposing for those, uh, M/C staff members [inaudible] on step to get their step and for the COLA increase to be one percent, and then for any, um, increases to longevity would go exactly in line with the contract. But every year, you need to vote to approve those because that's separate from the contract. Those don't go with the approval of the contract [inaudible] automatic.
M. Kissinger:	Okay, great. Any other question—any questions on that?
M. Redmond:	I make a motion to approve the Man/Con schedule as it was circulated to the board members.
C. Wijeyesinghe:	Second.
M. Kissinger:	Okay, great. All those in favor? Any opposed? Any abstentions? Motion carried. Okay, uh, the next item is the OPEB semiannual valuation and BPAS proposal. I read it and I don't understand. So, maybe someone could do that.
G. Kirkpatrick:	Sorry, so every year—Tracey can chime in here if we get specific questions. So, we are required, as part of our audit, um, to, uh, to account for the valuation of the other post-employment benefits. So, those things are not the pension, which is all controlled by New York State, um, because we're [inaudible] the NYS and local retirement system. But, for, uh, retiree health insurance and any other post-employment benefits that the library has granted to employees in the distant past, we have to have an actuarial accounting of what the present value of that is. Every other year we have to have a full valuation, and then on the opposite year we get away with a, uh, sort of a little update on that number. But, every year the actuaries have to, uh, chime in on this, and it is time for us to have the

	full valuation, which is why the cost on this, is, higher, it's, um, \$6,000 for this year and then as part of this contract they're including the interim evaluation—interim valuation at, uh, \$1,500.
M. Kissinger: (1:30:30)	Okay. Any questions on that? I think I understand, somewhat, but, uh, it's a governmental—it's, it's required by a governmental accounting board, right?
G. Kirkpatrick:	Absolutely, it's part of the GASB—it's, uh, there's a GASB requirement that we have this as part of our audit. We need to make it awa—the number that feeds right into our audit, the auditors are not actuaries, they are not capable of producing this number. It's not that they're not good, it's just that's not their job. The actuaries will look at, uh, they get a full census of all of our employees, how old we are, how long we're there, how long they think we're gonna stay, and Tracey gives them this full spreadsheet. They go away and they do their magic and they come back with a number that gets included into the audit.
M. Kissinger:	Okay, uh, can I get a motion on that evaluation proposal?
M. Redmond:	So moved.
M. Kissinger:	And second?
L. Scoons:	I'll second.
M. Kissinger:	Great. Mary and Lisa. All those in favor please raise your hand. Any opposed? Abstentions? Motion carries. Okay, filters for HVAC.
G. Kirkpatrick:	Okay, so I'm gonna keep the HVAC conversation to an absolute minimum, but, we talked to Trane, who is our contractor for service on the HVAC unit and the controls, and we sought a proposal for MERV filters. So, it was a level—just a level of the amount of filtration that the filters are capable of, uh, from—oh, it collects dog hair to, it can actually take particles that may have virus in them and remove them from there. So, another word that gets around is HEPA: high efficiency of particulate air. These filters are not HEPA filters. Our system is not capable of handling HEPA filter and it makes sense. The smaller the holes are, the more force you need to shove air through the filter and the more often you need to change your filters. So, a MERV filter is above the requirement that the, the Governor's executive order has for malls, which they've let at MERV 11, certainly a higher number is preferred if the system can handle it. Trane has looked at our system and they feel that our system is a perfect—good balance of how often do we have to replace the filters, along with having a good level

	of filtration that would absolutely add to the protection in the building: MERV 13. I've signed the contract to do that—was within my, um, within my level, \$3,100, I've already signed that. Those filters are made out of the same material that masks are made out of, so I do not have a date for when those come. I think the supplies are pretty difficult to get their hands on right now but I will—as soon as I have a date, I will let you all know. But that is going to be another factor—there's just a lot of talk about enclosed spaces with a lot of people in them, how you filter them—
M. Kissinger:	Right.
G. Kirkpatrick:	—and this is definitely the most economical and easiest—requires the least amount of change to our system. There's some setting changes that need to be made, but not physical changes to the, to the layout of the system. At the same time, I asked them about UV systems that, um, that kill the virus, that can kill, you know, viruses in general, uh, in our, you know, in our air handling units. And, those are much more expensive and much more difficult to install and I think I would put those kind of systems—do a long range plan discussion. That's nothing that we're going to decide today and have in in a couple months. The filters are something we can do very quickly. I just wanted to let you know that something we are doing, so.
M. Kissinger:	Okay. Great. Okay.
M. Redmond:	So, do I, do I understand what we're saying, that we're moving forward with getting the MERV filtration, um, into our HVAC system, and then until that is in our system, we're likely not opening the library? Is that where we're leaning?
G. Kirkpatrick:	It's a factor.
M. Redmond:	It's a factor. It's a factor. So, we'll look for an update next month and see where we are.
G. Kirkpatrick:	They come back to me and say, well that's great that we've got that, and we're not gonna, uh, you're not gonna have those installed for six months, probably not a deciding factor—
M. Redmond:	Okay.
G. Kirkpatrick:	—but I think it's definitely something to take into consideration. I think that, uh—
M. Redmond:	Okay.
G. Kirkpatrick:	—it's, it's not—something that we've been thinking about, but if you look at the guidance that's been issued to large volume spaces with a lot of people in them like malls, gyms, these sorts of things. I think it's, uh,

	definitely something right now, and our patrons would want to know about.
M. Redmond:	Okay.
G. Kirkpatrick:	Those are something [inaudible] as fast as we can get them [inaudible].
M. Redmond:	Thank you.
G. Kirkpatrick:	You bet.
H. Narang:	Uh, Geoff, um, I thought there was a brief email exchange maybe about changing the way the air flows in the HVAC, essentially reducing the amount of circulation and just pulling air in from outside.
G. Kirkpatrick:	Yes.
H. Narang:	—something they can do?
G. Kirkpatrick: (1:35:08)	<p>So, they're, uh, they're re—I think that's going to have to be more with an engineer or architect. I think our contractors that may be—I was blowing their minds up a little bit with that discussion. You know, there's certainly things that are being done the quick and dirty way in hospitals right now, uh, to create negative air pressure and fans and, and, just, um, there's a lot of quick things that are being done to try to solve some of these problems and, and, we are right now maximizing the amount of outside air, so those guidelines are being updated daily, uh. Right now, they're recommending, um, this ASHRAE, the, the society of engineers that [inaudible] heating and refrigeration, uh, in the United States, are recommending a two-hour fresh air flush of the building.</p> <p>So, the thing is there's a limit to how much fresh air you can bring in—I'm not gonna belabor this, I'm sorry, um, because the systems are designed to use a certain amount of recirculated air, because they're not powerful enough to take straight outside air at 95 degrees, cool it sufficiently, and cool the space in the building. If you brought in all outside air, cool it a little bit, and dumped it in you're never gonna get the building cold. It's not gonna be possible to get down to a reasonable temperature. Or, conversely, in the winter time, the systems are not powerful enough to heat the air up, all fresh air, and make it hot enough to make it livable, if the air is negative five outside. It counts on a certain amount of that air being recirculated, and that recirculated air is what is at discussion, right? So, you have people in there, breathing, sneezing, coughing, um, putting it into the air, and then, how do you handle—what do you do to that air as it's recirculating? Do you filter it? Kill it with UV?</p>

	<p>There's a couple other options, you know, how do you, how do you get those particles out of there in the, in, reasonable time? So, one of the best ways would be to have all fresh air come in. There's no recirculating. The air comes in, it's cooled, controlled for humidity, and then put into the room, and then just—there's a fan that goes on the other end and just kicks all the air straight out. Our system can't handle that. So, we're maximizing as much outside air and we are trading off, uh, as the staff will attest, we are trading off comfort and humidity control, for the level of outside air right now. So, for instance, on that side of the building where we do not have [inaudible]—do not have reheats, the humidity is high, so I bought a dehumidifier that—we're running them all the time in the community room and the [inaudible], just to get the water out of the air, so.</p>
H. Narang:	<p>Okay, that's about what I figured.</p>
M. Kissinger:	<p>Okay, any other questions there? Great, we can move to reopening phase report and discussion.</p>
G. Kirkpatrick:	<p>Okay, I think we've talked about a lot of this sort of included in all of this, you know, what, what are our plans, what are those things that would, would initiate absolutely? I think the information that we're going to be getting towards the beginning of August about schools in our region and openings, you know, the, the, governor just was talking about today about a five percent test. If you're under five percent, the schools are going to be allowed [inaudible] open and above nine percent they're going to be forced to close. I think we'll be using a lot of the same statistics and we'll be using that, um, in the course of that. But that is exactly the sorts of metrics that we're looking for as we look to reopen the library.</p> <p>The next thing I want to do is, uh, get the, get the pop-up library going, just to take some of the pressure off that browsing experience that people are looking for, outside in the UV, the natural UV that's killing stuff all the time fresh air, 100% fresh air because it's outside, um, we're going to move towards that. Hopefully people will feel comfortable coming and using the pop-up library. And then, you know, and then looking at how we, how we ramp those in.</p> <p>There was a discussion last month, you approved the purchase of Chromebooks. Through an amazing level of dedication, the staff that does procurement were able to secure 35 laptops that have come. They are here, they arrived last Friday, so we're going to get those put together, get them licensed, and get put out the door to people. They are refurbished,</p>

	uh, they—it is the only thing available. All the other dates that we were looking for from our traditional suppliers were next year, like every school district in the country is buying up Chromebooks like crazy. So, just super kudos to the staff, that, um, back and forth on calls and emails with all our suppliers, trying to get some things and get enough models that are enough similar that we can reuse them and get them out to the public.
M. Kissinger:	Great.
G. Kirkpatrick:	They're here, we'll get those out.
M. Kissinger:	Is there anything that you need from the board as far as on the reopening, uh, you know, decisions and or discussion on that or is it just, we'll keep it on the agenda for, you know, until we re-open obviously.
G. Kirkpatrick:	You have to keep it on the agenda. I think you need to have your contacts out in the community, you need to [inaudible]. I'm certainly hearing from the public we're getting, you know, uh, oh this curbside thing is working for me, or, you know, this isn't working for me at all. This is, you know, these sorts of decisions we need to decide when. You know, I'll certainly have my recommendation to you. I'm imagining, towards that, that beginning of August, we're going to make a decision. And, let's say things stay kind of like they are now, we'll be opening for appointments in the library sometime in August. I think I'm very comfortable saying that.
M. Kissinger: (1:40:33)	Okay. Any—
G. Kirkpatrick:	But it's gonna be limited.
M. Kissinger:	—questions you have? Comments or concerns on that from the board?
L. Scoons:	Geoff, on the pop-ups, have you returned to or had the conversation about doing them at the farmers markets like you were doing them? Since they're open over there?
G. Kirkpatrick:	We had some of that discussion with them. They are not—they were limiting, when we first had our discussions with them, they were limiting to food vendors, because those were the things that were allowed at the time. We can reach back out to them and see how that how that's working now. I think they were a little bit reticent to have us over there. They were definitely working with us, though, we—they, they were game to distribute some seed for us, and, you know, we had that seed library ready to go and then, you know, we closed the library, so. They were, you know, they're, they're very interested in working with us, it may just not be this year, it may not be our best [inaudible] on that. Uh, what's their comfort level and ours...for that? But I'll reach out to them again.

M. Kissinger:	Okay, any other questions, concerns on that? Comments? Okay, going on to holiday and closings, uh, 2021, and board meeting dates.
G. Kirkpatrick:	All right. So, this is always a ton of discussion. So, I wanted to put this in front of you at the July meeting so we can have some discussion we—I'm not expecting that we are going to approve it right now.
M. Kissinger:	Yeah.
G. Kirkpatrick:	But just, features of this, you know, for the 21—2021 proposed dates. So, much of it looks the same. We have a Sunday Independence Day, which would mean a Monday, July 5 th , 2021 observed closing for the Fourth of July, so that's just—whenever it falls on a weekend it's just something I like to note, as it did this year. Next year it will fall on that day. We had a discussion at the board—right? About Juneteenth.
M. Kissinger:	Right.
G. Kirkpatrick:	I do not know what will happen with the state, we—I have not included it in this draft, I wanted to have the discussion here at the board level. Talk about how we might want to do that. Many of the holidays are defined in the contract, right? So, they're, they're, uh, the close dates are, are spelled out in the contract, but there are certainly days that are under board control. So, for instance, closing at 3p.m on New Year's Eve, it's not a holiday, it's not in the contract, it's something the board does just because it's safe and it's good. And so, certainly the board has the control of how those days work. So, I wanted to put that, um, in front of everyone.
M. Kissinger:	Yeah, I would say we should put the—Juneteenth on the schedule just as a placeholder, for now, but, obviously, you know, we're not voting on it today, but I would say we probably should put that on the on, on, the, on the schedule.
G. Kirkpatrick:	So, I will include that on the proposal. And then, you know, there continues to be a lot of discussion about the name of the [inaudible], and, but the date exists and again it's in the contract as a date, it's a floating-ish holiday. It's one of those—we're open, it's one of those make or take holidays, but that, that continues to be a source of discussion, of, you know, what would, what would the library want to declare the name of that day, so. I think it's an important thing—
M. Redmond:	So, if this, if this is like still under discussion, is this something that is published someplace on the library's website, or?
G. Kirkpatrick:	The only place that the holidays and other closings draft exists is in this board meeting. So, the present year that's all been voted on that's, you know, 2020 is already all established, we're looking at 2021. These would be the dates—what we have is the very vanilla, normal, vacation—sorry,

	the holiday dates just transcribed to the next year and corrected for, you know, that, that, July, July closing, the Saturday closing, and any of the weirdnesses, for instance, Christmas Day falls on the 25 th , so.
M. Kissinger;	Right, Saturday, yeah, right.
G. Kirkpatrick:	So, we, there's always some, there's always some strangeness any time—these holidays. So, for instance, we normally like to close New Year's Eve at three o'clock, but because Saturday, January 1 st , which is actually 2022, falls on Saturday, we close the Friday. So, we're just closed on New Year's Eve, because that's the observed holiday, that weekday day for the observed holiday. So, this is, this is just that translated over as a framework for the discussion.
H. Narang: (1:45:19)	Yeah, I agree with Mark, we should go ahead and add Juneteenth as a planned holiday next year. We don't have to wait for the state to take action.
G. Kirkpatrick:	Okay.
M. Redmond:	When—what is June—is it like 'X' Friday of 'X' month? Like is it the 19 th of June all the time, what is it?
C. Wijeyesinghe:	It's the date.
G. Kirkpatrick:	The date, yeah, June 19 th .
M. Redmond:	Okay.
M. Kissinger:	Okay, great, so that's helpful. Any other questions concerns on that? Okay, going right to other new business. Is there any other new business from the group?
L. Scoons:	Do we need a motion on that?
M. Kissinger:	We're not going to vote, I don't think—
G. Kirkpatrick:	Don't need a motion, I'm going to make adjustments, we just had a little discussion, I'll bring it back and we'll have, we'll have plenty—
M. Kissinger:	Yeah.
L. Scoons:	Okay.
G. Kirkpatrick:	And then the board meeting dates are the, the—on page 38, that's just, we always try to mention we—Kristen's gone this, uh, gone through this looking for the Jewish holidays and then closed-Monday holidays where we have to move, board meeting dates, and I think Kristen, did we take into account the—any school holidays?
K. Roberts:	I did look for those this year.
G. Kirkpatrick:	Very good.
K. Roberts:	So, yeah.

G. Kirkpatrick:	So, that's just there to be approved by the board again. Not an emergency, but it's just, we like to put that in front of you as early as we can. Tend to approve those in concert with the holidays.
M. Redmond:	I have a quick question on Juneteeth, and it's just throwing it out there for us to think about. We're leaning to add it to the schedule of holidays.
G. Kirkpatrick:	Yes.
M. Redmond:	Um, I think we should think, as a group, about how we feel about, would we lean to add it as a date in the contract, or just on the holiday schedule? So that's—
G. Kirkpatrick:	I think—
M. Redmond:	—that's something for people to think about so we kind of consider that.
M. Redmond:	I think my recommendation would be to leave it under the control of the board and if the union would like to seek that as, something to add to the contract, then that's something they [inaudible].
M. Redmond:	I'm fine with that. I just, I just threw it out there as a consideration.
G. Kirkpatrick:	And I think next year it's a Saturday, so then the question becomes is it just the Saturday, or do we, do we treat it like we would treat, for instance, the Fourth of July that—it falls on a Saturday, we're gonna close on the Friday. So, that's the—that, that's a—we have to talk about how we, how we as an organization would like to handle that. We'll have that ready for—queued up for next month.
M. Redmond:	When will we see or hear something about—from Paul Mays, or when are we up for that? Or is that ball on his court?
G. Kirkpatrick:	Yep. So, we'll be talking about, uh, Long Range Steering Committee at, uh, under old business but it is, soon. I think the plan would be to have him come to the August board meeting.
M. Kissinger:	Yeah, good.
M. Redmond:	Okay, I'm sorry I didn't mean to jump the gun.
M. Kissinger:	That's okay. Any other new business? We can go right into that discussion on long range planning. So, uh, that, that, that's a great question about Paul and other things. I don't know, Harmeet, if you want to do a little recap of that, or see where we are in the Long Range Planning Steering Committee?
H. Narang:	Uh, so we provided Paul with some uh—with the input from our last long range planning committee [inaudible]. I believe a date later this week's decided?
G. Kirkpatrick:	Wednesday.
H. Narang:	So, so, we'll review his update to the sketches then, and then plan to report out in August.

G. Kirkpatrick:	So, the, the, Long Range Plan Committee meeting is scheduled for 5pm on Wednesday the 15 th , and that will be held virtually just like this. We'll have Paul and Lisa there, and the four committee members there, there's going to be a public meeting, um, we'll have that recorded, they'll stream out live on YouTube as well.
M. Walsh:	Do we know if they've done an evaluation of the Borthwick property yet?
G. Kirkpatrick:	The—Lisa has been to and, went—has gone through the Borthwick property. Whether at this meeting she's going to give her official report on that, I don't know. But, I, I, certainly have her, unofficial—I'd be happy to tell you, her unofficial opinion of the house is: fine house, terrible library.
M. Walsh:	Yes, I remember when she looked at it, but that was months and months and months ago. I mean, COVID has happened since, but, um, so yeah, I just wondered if there was—so there hasn't—doesn't sound to me like there's been any movement forward on that.
G. Kirkpatrick:	No. No official report.
M. Walsh:	All right.
C. Wijeyesinghe:	Um, excuse me, Geoff, could you repeat the date and time of that meeting again?
G. Kirkpatrick: (1:50:02)	Yeah. It's Wednesday, July 15 th , at 5pm.
C. Wijeyesinghe:	Thank you. Thank you.
G. Kirkpatrick:	And if you want to come, to observe or participate, just let me know [inaudible] come in, watch it, your choice. Watch it on YouTube, uh, as we stream it live or if you'd like to be there, you let me know.
C. Wijeyesinghe:	Thank you.
M. Kissinger:	Is there anything we can get, I don't know, see if we can get an answer on that, on the Borthwick question before the meeting? Or, so we have an expectations setting? You know, I thought, I would like to see, I would probably see like at least, get an hour shot at like looking at her analysis. Or, or like a timeline when she's going to be actually done with the analysis, or they're going to be done, not she. Yeah.
G. Kirkpatrick:	I think she's done. I think it's just, she's gonna tell you at the Wednesday meeting.
M. Kissinger:	Okay, all right. So, we're not gonna get like a, uh, something to look at before you don't think? We'll just get a presentation.
G. Kirkpatrick:	Both Harmeet and I have asked for something before the meeting.
M. Kissinger:	Okay, good.
G. Kirkpatrick:	To give to the committee.
M. Kissinger:	Yeah that would be good, okay.

G. Kirkpatrick:	That has been, I think, very effectively conveyed.
M. Kissinger:	Okay, great, okay. Any other questions on the long range plans, uh, meeting, uh, the 15 th ? Okay, other, other old business, any other old business?
M. Redmond:	I just wanted to mention, when, when Michelle and I talked about the nominating committee we stuck strictly with the officers. So, at some point we should probably maybe put on the agenda or have a discussion about our committees this year, who's on what committee, and how we plan to go forward this year. You know, we should, I think, look at that once a year, so just a suggestion.
M. Kissinger:	You know, I totally agree I thought we, I was gonna talk to Geoff and Michelle about that, we should try to get that for the August meeting if possible.
G. Kirkpatrick:	Yep, I think, Kristen and I, independently of that conversation, also had a conversation about when we traditionally do that, and it would be [inaudible] ready to roll at the August meeting, we'll talk about these—
M. Redmond:	I think that we might be able to save ourselves a little bit of time if the, um, existing committee structure could be circulated to the board members. And just, doesn't even have to be copying everybody, just maybe if somebody could let Kristen and Geoff know where they are serving, whether they're still interested or not, or what they might be interested in, we might be able to do some of this stuff and bring it, you know, bring some stuff already put in some sort of a format.
M. Kissinger:	That'd be great, yeah, yeah.
C. Wijeyesinghe:	Um, being new and never having served on a committee, it would be helpful just to get even like a, a preference or, uh, and I, I actually will go wherever I'm best of use to the, the board, obviously, but, but in terms of, I don't know, if you survey the board, I'm not sure what the process is but if you ask people where they would like to go or how it's been done in the past, I don't know.
G. Kirkpatrick:	We do. And if you have an interest, let me know.
K. Roberts:	So, I've got the committee membership, current ones, right up in front of me now, does it—do people want to hear that right now, or?
M. Kissinger:	Uh, yeah, I think—
K. Roberts:	Wait 'till the next?
M. Kissinger:	—so. Yeah.
K. Roberts:	Okay.
M. Kissinger:	Yeah.

K. Roberts:	So, building committee is Harmeet. Finance committee is Mary, and then she works with Geoff and Tanya on that and the treasure, to be filled. Personnel committee is Mark, Caroline, and Brian was on that, but there's the two of the them. Policy committee, Caroline and Mark.
G. Kirkpatrick:	And Lisa.
K. Roberts:	Collections is—was Brian and Mark, and Harmeet were you on that one too? Yeah. So, uh, Mark and Harmeet currently.
C. Wijeyesinghe:	I'm sorry, Mark and Harmeet, was that the policy committee? I'm sorry what would the last committee you mentioned?
K. Roberts:	Collections.
C. Wijeyesinghe:	Collections.
M. Kissinger:	Great, maybe if you could circulate that, too, Kristen, in writing at some point, and then we can, we can look at that.
M. Walsh:	Wait, did we discuss the Long Range Planning Committee?
L. Scoons:	No, that wasn't there.
M. Walsh:	Yeah, I didn't hear it, I'm like, that's the only one I'm on! [laughter]
K. Roberts:	Sorry, sorry, Michelle, that one was voted not at the, the last, um, different meeting, so, yeah, let me pull that one together when I circulate it out.
G. Kirkpatrick:	So, I'll just tell you that we know the Long Range Plan Committee is Lisa, and Harmeet, and Michelle and Mark are the current board members in that committee, uh, Brian was also a member of that committee but he's not on the board, so not on the committee.
M. Kissinger:	Okay, um, that's great. We can circula—circulate that around and then people can take a look at it and fill in. Encourage, uh, as many [inaudible] as is possible, it makes the meetings a little bit shorter, than, uh, they have been. Okay, are there old business—any other old business? Okay, future business? I have background checks, policy updates, resource sharing, fines and fees, so we haven't really got to those. We should probably schedule this out in, in, in, the future meetings so we can actually deal with those, those subjects.
G. Kirkpatrick: (1:55:30)	You bet. On the subject of fines and fees just so you know, um, you know, along with the sort of emergency powers that were elected to me, I—we put out to the public that there's no fines at least until the day before the next board meeting, so, um—
M. Kissinger	Okay.
G. Kirkpatrick:	—we could talk about that at the next board meeting, whether we extend that or how we want to deal with that.

C. Wijeyesinghe:	Can I just ask a question, the background checks? Is that for staff--who does that pertain to?
G. Kirkpatrick:	For staff. So, uh, just very, very quickly, the first background check that the library ever did for an employee was for the last time we hired the treasurer. So, we did a background check as part of that job, it's a financial position, an important position in the library. And, it brought up the discussion of how much and how should, or could, or shall the library involve background checks in the hiring process. So, just, it gets parked there, we know it's something we need to discuss but not urgently.
C. Wijeyesinghe:	Okay, and just one other question I realize we'll discuss it in the future, is there any state mandate for anything?
G. Kirkpatrick:	So, there's not, you know, like there would be in the schools, we do—there are no librarian state mandates for background checks at all. But that's, you're right on it, you're exactly the questions that we, that we deal with.
M. Kissinger:	Yep.
M. Redmond:	And Charmaine, just as an aside, any committee you want to work, on there's, there's plenty of room for you, okay? We, we, struggle with our committee structure a little bit. So, anything you have an interest in, please let us know, you know, however you want to. But don't feel like just because there's a people on it that you shouldn't, you know, join wherever you want to.
C. Wijeyesinghe:	Okay. Great, well, thank you for that encouragement. I think it's probably more structured on the school—on the district. And I was talking to Geoff that, you know, for the school board, you couldn't have a certain number of board members on a committee if it pushed it over a quo—so I, I realize that this is a bit more flexible, but thank you for that encouragement and that information.
M. Kissinger:	Great. Okay, uh, any public present—or, participation that came in?
G. Kirkpatrick:	I'll check once more. I've received neither phone call nor email.
M. Kissinger:	Okay. Any other, uh, anything for the good of the order people want to bring up before we move to adjournment? Any comments?
C. Brancatella:	Hey guys!
M. Kissinger:	Hey.
C. Brancatella:	Sorry, Mark, I didn't mean to interrupt you.
M. Kissinger:	Go ahead.
C. Brancatella:	So, it sounds like, it sounds like it's going to be a busy meeting but unfortunately, I will not be at the August meeting. That is baby's official eviction date. [laughter] Either it will be here, or it's arriving that day. I

	hope to be back in September. Let me know if there's anything—I have—I haven't signed anything in a long time, Geoff, let me know if I need to sign anything, I'll stop by.
G. Kirkpatrick:	Yes.
C. Brancatella:	Um, and if you need me to address any issues in advance of that meeting, just let me know, and I'll draft up an email or we can have a conversation, whatever you guys need. Thanks.
G. Kirkpatrick:	Thank you.
M. Kissinger:	Thank you, and—
C. Wijeyesinghe:	I—can I just say, I appreciate everyone welcoming me for my first meeting, I am going to learn in lots of baby steps, so I appreciate your patience and your mentoring, and just want to thank the community for the opportunity to serve.
M. Kissinger:	Great. Well, thanks, I think you'll be great—great board member. I just have one thing I want to, uh, thank the staff. I think you got great—you're getting press, and Kristen, and Geoff for that, um, and I think I've heard nothing, again, nothing but positive about the library. So, you know, and a lot of things are up in the air in the, in the community and in the world and I—the library has been a constant and a very positive message I got from everyone I've interacted with in the community. So, I just want to make another, uh, shout-out to the staff.
G. Kirkpatrick:	Thank you, it means a lot, so, I really appreciate it.
M. Kissinger:	Great. Okay, um, I need a motion for adjournment.
C. Wijeyesinghe:	So moved.
M. Kissinger:	Second?
M. Redmond:	Second.
M. Kissinger:	Great. All those in favor? Any opposed? Okay, thanks, thanks everyone, good meeting.
M. Redmond:	Caroline, good luck, we'll see you soon.
M. Walsh:	Good luck.
C. Brancatella: (1:59:36)	Thank you.