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**Transcript/Minutes
Regular Meeting of the Board
Held on Zoom - 6:30PM
Riverhead Free Library
January 13, 2021**

Present: John Munzel, President; Janet O’Hare, Vice President; David Friedrich, Treasurer; Ruth Nelson, Secretary; Marilyn Banks-Winter, Trustee; Jeff Zeiger, Trustee; Amy Wood, Trustee; Louise Wilkinson, Trustee; Annette Totten, Trustee

Director: Kerrie McMullen-Smith

Assistant Director: Stephanie McEvoy

Staff: Susan Culver, Patricia Giebfried, Theresa Connolly, Lauren Strong

Friends of the Riverhead Library: Marcia Littenberg, Ron Ondrovic, Barbara Goss

The regular board meeting of the Board of Trustees was called to order via Zoom on January 13, 2021 at 6:30PM. The Board was provided with an agenda, board packets and previous meeting minutes.

John M.	Okay. I guess we can call the meeting to order. Marilyn will you do the honors on the pledge of allegiance?
Marilyn B.	Pledge? Okay everyone please stand.
All	I pledge allegiance...”
Janet O.	Thank you.
John M.	Okay thank you.
Marilyn B.	You’re welcome.
John M.	On the agenda, do we have a motion to approve the agenda please?
Kerrie M.	John, we have to amend the agenda first.
John M.	I don’t know.
Kerrie M.	Yes, we do. We have to add the resolution.
John M.	Which resolution?
Kerrie M.	#21-313 under Buildings and Grounds.
Janet O.	Yellow Barn.
Kerrie M.	Yes.
John M.	That’s a resolution authorizing the work to go forward, right?
Kerrie M.	Yes.

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John M.	And you want to put that on the agenda yes? Yes that's no problem.
Janet O.	I make a motion to amend the agenda.
Louise W.	Second it.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 908	Motion Carried
John M.	Okay. Usually what I see on the screen it's somebody speaking but all I get is Louise right now. Anyhow...
Kerrie M.	There should be some dots up at the top of your screen that you can expand and see everybody.
John M.	Yes, okay I can do that. I see in bits and pieces. Okay, and with the amendments we approve the agenda? Can I get a motion?
Janet O.	I make a motion to approve the amended agenda.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 909	Motion Carried
John M.	Public Expression. Anybody?
Janet O.	You need to approve the minutes.
John M.	I'm sorry?
Janet O.	You have to approve the minutes.
Annette T.	The minutes.
Louise W.	The minutes from December 9th.
John M.	Oh I'm sorry. I'll check the...I'm sorry about that, yes. I checked it off by mistake. Minutes, a motion to approve the minutes of the last meeting?

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Marylin B.	I make a motion to approve the December 9th meeting minutes.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 910	Motion Carried
John M.	Now let's try a period of Public Expression. Anybody in the public have anything they want to say? Speak now or forever hold your peace. (pause) Alright. Department head's presentation, Lauren? (pause) Lauren I think perhaps you have to unmute. There you go.
Lauren S.	Thank you John. I have a message that says "host disabled attendee screen sharing".
Kerrie M.	Oh no, I knew something was wrong, I'm sorry. Let me see. I don't know.
Lauren S.	I don't know if you can go to - on the top left of the screen. Or you should see Zoom.us at like the top of your screen, you should be able to go to "preferences".
Kerrie M.	No, I don't have that.
John M.	I don't have it either. All I have is the Zoom meeting up.
Theresa C.	Where in preferences, Lauren?
Lauren S.	What?
Theresa C.	What under preferences?
Lauren S.	Go to preferences and then click screen share. And there is some settings for screen sharing.
Theresa C.	Okay. Alright is it working now?
Lauren S.	Let me see. No.
Louise W.	There's Lauren.
John M.	Hi Louise.
Louise W.	Hi John.
Kerrie M.	Alright so I was able to go into screen share Lauren, and now I could hit whiteboard, post attendee, Zoom cloud meetings, basic, advanced, files. I

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	think I have to add you as a host and I did that but we had a problem when we launched the meeting that was the problem. Alright.
Janet O.	But we can see her, right Lauren?
Louise W.	We're hearing her.
Janet O.	Yes.
Kerrie M.	Yes, she has great slides to show you, really nice slides.
Lauren S.	Do you want me to try to leave and come back?
Kerrie M.	Alright. And worst case scenario we can do it next month if we can't get you going we'll just postpone it until next month.
Lauren S.	I'll find the link that you sent and I'll try to leave and come back.
Kerrie M.	Alright.
John M.	Alright, so we're going to have to wait for Lauren to come back.
Kerrie M.	Alright so I guess we could if we want to move forward and then...
John M.	Yes, that's better. I'd prefer moving forward.
Kerrie M.	Okay.
John M.	Approval of bills? Dave? (pause)
Kerrie M.	David, you're muted.
Lauren S.	Okay, I have it.
David F.	Okay I would like a motion for the approval of bills for the month of December, 2020.
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed (pause) So carried.
01.13.21 911	Motion Carried
David F.	I would like a motion for the receipts and disbursements of December, 2020.

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John M.	Marylin, you want to make those motions?
Marylin B.	So moved.
Louise W.	Second.
John M.	Okay.
David F.	Do I have a second?
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 912	Motion Carried
David F.	Can I have a motion for the approval of warrant #21-1-1 for the approval of general fund checking in the amount of \$113,061.93?
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 913	Motion Carried
David F.	May I have a motion for the approval of warrant #21-1-2 for the general fund money market, \$159,000 to the payroll account?
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 914	Motion Carried

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David F.	May I have a motion for warrant #21-1-3 approval of warrant for the general fund payroll in the amount of \$278,066.84?
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 915	Motion Carried
David F.	May I have a motion for warrant #21-1-4 approval of warrant for capital fund- I'm sorry capital project fund in the amount of \$12,662.48?
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 916	Motion Carried
David F.	May I have an approval and a motion for the approval of the bank reconciliations for December, 2020?
Marylin B.	So moved.
Louise W.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
01.13.21 917	Motion Carried
David F.	That's it.
John M.	Thank you David. Correspondence, please? Anybody, any Correspondence?

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Kerrie M.	Yes but Lauren's back so Lauren are you able to share your screen now?
Lauren S.	I am.
Kerrie M.	Okay, good.
Louise W.	There it is!
Lauren S.	<p>Okay, well for those of you that don't know me, I'm Lauren Strong and I'm the Youth and Family Services coordinator. So it's nice to meet Amy and Jeff because I haven't met you yet. So hopefully when you're in the building I'll get to see you soon. So tonight I'm going to be talking about an overview from March to December of 2020. And I decided to start in March because I feel that libraries are ever-changing and since the pandemic has hit library services have completely transformed. And I just wanted to tell you all about what we have done in our department to try to keep up with the ever-changing times. So we did add quite a few services starting in March to better reach our patrons and our community. We have started QR codes. We started QR codes in July with our story walk. We did a lot of virtual programming, when we started back in the building in June we started to do grab-and-go art kits. Through Library Aware I've been sending out virtual newsletters and we also started doing book bundles. From July to December we've had 450 Browse and Borrow appointments and walk-ins. That is low for us in the department, but with the times that we're in it has been nice to have some of the families in. And many of the families have expressed that they're nervous to come into places with their children. So a lot of families have taken us up on our curbside pickup. And that seems to be a good fit for a lot of the families. We have given out 162 library cards through school outreach. School outreach has looked a lot different since March. I usually do go into the buildings a lot which I love as a former teacher. But I've been doing a lot of Zoom calls with classrooms and just keeping in contact with the school media specialist and the teachers to try to get students hooked up with Libby and BrainFuse. We have a total of 390 grab-and-go kits were made and have been picked up which is really exciting. We have offered 314 virtual programs since March, and we have had 11,694 virtual program views. We've answered 2,025 reference questions. Staff has participated in 186.5 professional development hours and since September, we started back with our community service and we've had 41 hours completed by teens which is really great. Okay, so just a little bit of an overview on the outreach that we've done. I started doing library presentations with Pulaski Street School back in December. And these presentations were for Libby and to show students how to use Libby and how to access Ebooks and audiobooks. And I was able to reach a total of 60 students. And I really thought the students were not going to be interested in what I had to say, but it was really nice interacting with them on their Google meet. A lot of them had a lot of questions and they were just so thankful to hear from the library. And the teachers have said they are so excited to get their library cards. We have given out 162 library cards through the library card initiative with the public schools. We just started back with our preschool</p>

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	<p>visits. So in the past we went to the preschools about three to four times a month. And right now, most of the preschools are virtual, so we are doing virtual Zoom visits with our preschools. And we just started with this in December, and we had a total of 26 teachers and students attend the first visit. Long Island Cares comes once a month for the mobile food pantry, and since March we have distributed 266 bags of food. In the last two months we have seen a big increase of patrons attending the mobile food pantry each month, which has been really -Oh! I don't know what happened. Hold on, I'm sorry.</p>
John M.	<p>You can still see your chart.</p>
Kerrie M.	<p>You're still up Lauren, you're there.</p>
Lauren S.	<p>Okay. We have had, so like I was saying we have had a big increase of patrons attending the mobile food pantry which is really great to see. We were able to do some outreach for the mobile food pantry across the street when the lighthouse mission is there. And just sending out the E-blast once a month on Library Aware and Constant Contact has really helped connect more people with this great resource. In November we put up our mitten tree, and we donated 269 mittens, 108 scarves and 231 hats this year. This year we really branched out to the places that we donated to. We donated to the Southampton Head Start, Bright and Early Discoveries which is a local preschool in the area. We donated to all the Riverhead Central School District Elementary schools. We donated to Mary Haven, and we also donated to Family Service League.</p>
John M.	<p>Good!</p>
Lauren S.	<p>And I don't know if anybody knew but we had three children complete 1,000 books before Kindergarten during the pandemic. And just a special thanks to the Friends of the Library for continuing to partner with us on this amazing initiative because the kids really do get excited. Okay so now that I'm talking about 1,000 books before Kindergarten, in September, we started working with Beanstack, which is a company that allows you to log books and participate in reading challenges. So we transferred everybody over from our old site and we have registered a total of 129 readers since September. And I just want to take a minute to show you the site. So the site was really awesome and I really take a lot of pride in this because I actually had to create the site by myself and I provided staff training, so staff had challenge badges that they had to complete, and then they have logging badges that they had to complete, just to be more familiar in case patrons had questions. And then they also had activity badges that they had to complete as well. "How to log minutes in the app" and then also "How to Use the Beanstack App". So the one great thing about Beanstack is it does have an app that patrons can download, and it makes it very easy for patrons to log books for 1,000 books before Kindergarten, and also for our winter reading challenge. And for our winter reading challenge, I was actually able to get Aquebogue to partner with us and the school principal is actually sending over a lot of his</p>

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	<p>students to participate in the challenge as well which is excellent, because last year we had low numbers so this year we're doing well. Okay, and this summer we partnered with the town of Riverhead Rec for the Riverhead story walk and so far we have displayed three books at the Sound Avenue Nature Preserve. The first book was <i>Say Something</i> by Peter H. Reynolds. For Halloween we had a spooky walk and that book was <i>The Little Old Lady Who Was Not Afraid of Anything</i> and with that book we also had the Quogue Wildlife Refuge come and do a program before everybody went through the story walk. And that was a lot of fun, and we got a lot of positive feedback about that. And then right now we have <i>The Snowy Day</i> by Ezra Jack Keats, and to drag people to the story walk in the cold, one of the activities for the winter reading challenge is for them to visit the story walk and in order to complete the activity challenge they have to tell us what is specifically on one of the pages. So hopefully we'll get a lot more visits to the story walk during this cold weather. Okay, this was the opening ceremony on July 9th, that's Barbara Acard doing some of the activities that went along with each of the pages with some of the patrons. And then this is the spooky walk that we had on October 9th, and we had 61 patrons attend, and it was really nice because we got to see a lot of our regular patrons and families that we've come to miss so much. And then, with everything being virtual comes the difficulties of recording videos and editing videos. And this was very new for a lot of my librarians. But I do have to say that I'm very proud of them and how they really sat down and learned how to record themselves using a tripod and an iPad. I was able to train them all on Splice and iMovie to edit their program videos. So we don't have any mix-ups or droppings of the books. And then they've also learned how to do voice-overs in their videos, so they take pictures of the picture books and they are able to do voice-over on the images to read the story so it's a better view of the book for all that attend the program. And then they also have learned how to add music to their videos. And these videos are always uploaded to our YouTube page, and we have learned that patrons really like the pre-recorded videos because they can do it at their own leisure as opposed to being live on Zoom when they have to make sure that they're making that scheduled story time so this has worked out really well so far. Okay, so QR codes, I'm sure a lot of you have seen them if you've been to the restaurant and you have to scan the code to view the menu. So back in October we subscribed to a service for QR codes and since November, we've had 136 patrons use the QR codes to view programs. So I want to ask if you all would scan the QR code with your phone if you have your phone with you? So I just want to go over what kind of resources we have hooked up with the QR code, and what the QR code can offer patrons.</p>
Marylin B.	And it's for Android as well? Because that's what I have.
Lauren S.	Yes, it's for all. You would scan it with your camera. I'm sorry I didn't say that.
Marylin B.	Yes. I took a picture but it didn't scan it for some reason I don't know.

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Lauren S.	If you open up the camera you should just be able to hold it to the QR code and it should pop up at the top of the screen for like your internet browser, and it says “open qr code.de” and you would just click it.
John M.	It’s not happening for me so I’m not going to.
Marylin B.	No. It’s not happening for me either.
John M.	I don’t want the time to go up.
Marylin B.	Yes.
Marcia L.	I tapped on it but then it went away.
Lauren S.	Does anybody have it on their phone?
John M.	No.
Louise W.	Lauren what are we supposed to have? When it comes up?
Lauren S.	It’s going to come up with the Riverhead Free Library banner and it’s going to say “connect with us”, “follow us”, “get updates”, “put materials on hold”, and “more”.
Louise W.	I think I have it.
Lauren S.	Okay so if you do have it, once you scan the QR code it brings you almost to a site. And the site has our library logo on it, and it says “connect with us” and this is just a way for patrons to easily connect with us right at their fingertips and all the information is in one place. Because right now, more than ever, parents especially I feel like need things at their fingertips because they’re juggling so much with student learning-
Janet O.	I’ve got it.
Louise W.	Okay.
Ron O.	Yes I have it too.
Lauren S.	It allows you to visit us online so our website is connected to the QR code so if they wanted to go to our website they would click that. It also has search for library materials so I have hooked up our library catalog and patrons can search for items that they need. It has a button for them to subscribe to the Youth and Family Services Newsletter that I send out once or twice a month. And we have also started sending out our virtual storytime kits which we send out every Monday. So if they subscribe to the Youth and Family Services updates they will automatically get sent those emails. We also have BrainFuse hooked up through the QR code so if kids click that they’ll be brought to the BrainFuse site and they’ll be able to connect with a tutor and then I was able to link all of our social media accounts as well. YouTube, the YouTube one has been really

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	successful and that's where most of our views have been to because it links patrons right to where our- excuse me- it links patrons right to where our programs are. And then it will-
Janet O.	It's very colorful looking too Lauren.
Louise W.	Yes.
Lauren S.	Thank you! And then it allows them to connect to Facebook, follow us on Facebook - like us on Facebook I'm sorry. And follow us on Instagram. There are a few more things I would like to add but I also don't want it to be too busy. QR codes were really popular and they started to die off, but now with the pandemic restaurants started using them again and now they're on an upwards trend which is great for us. I think this is great, we put it in our November and December newsletter on the front cover. So I think it gets patrons interested in what it would actually bring them to. So I feel like it's a good marketing tool.
Ron O.	Lauren can I ask a question?
Lauren S.	Of course.
Ron O.	Once we have the QR code in our phone is it always there or do we have to scan it again every time?
Lauren S.	You have to scan it every time.
Ron O.	Okay, and where can we find that is it on the website somewhere?
Lauren S.	It's not on the website, I've been posting it on our Instagram for programs so patrons can scan the code to get hooked up to programs but I will definitely see how we can add it to the website because I do think that's a good idea.
Ron O.	Thank you.
Lauren S.	You're welcome. And then in December our department did get our own Instagram. So if you have Instagram and you would like to follow us it's @rfl.youthservices. And this Instagram only displays content for children and teens and parents. Which is great, and we've gotten a lot of good feedback from parents. So this is something that I'm excited about because I do love creating content for social media. I'm just like a very creative person. And, what's next? We have a few things that I have going on for this year. The first thing that I'm going to be launching that I'm working on is Bitmoji classroom. This is a virtual way of connecting with our patrons. And I created one for children and one for teens. So this is the children's one. And it has everything that patrons really need to connect with us virtually. It allows them to subscribe to the Youth and Family Services newsletter and everything is clickable. So once you click this, it brings you to a link, and this link would allow them to subscribe to the Youth and Family Services updates. And all of these link to the

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	<p>appropriate source. So it will allow them to access Kanopy from here, Libby, BrainFuse, Tumble Books, Muzzy and World Book. These kits are our (inaudible) like just as an add on for distance learning, and if you click one of the boxes it will bring you to the library catalog to put it on hold which is nice. So these are all of our theme boxes, and the patrons can request them. All of these characters also link to the library catalog. So the Pete the Cat character links to all Pete the Cat books in the library catalog that the library owns. The same for Dr. Seuss and the same for Elephant and Piggy. And then all of the books on the bookshelf are clickable as well. These will bring the patrons to different bibliographies that the librarians have completed. So this bibliography is guided reading A-F. So the Riverhead Central School District does guided reading for their students and each student has a level. And as their reading comprehension gets better their level increases. So these books are clickable to different guided reading. These books here are clickable and they're just themed bibliographies like "laugh out loud picture books", "picture books for parents" and so on. And then here is the YouTube clickable link which will send patrons to our YouTube channel to view programs. And then the teen one is very similar, it allows them to connect to a database by clicking the laptop, it allows them to click here for homework help, click here to view the newsletter on our website, and then click here, if you click there they will be brought to the volunteer opportunities on our website, where they can fill out a Google form and then a librarian will be in touch with them. These books are all clickable as well and it brings them to different bibliographies for teens. And then since teens are very savvy with social media we have our Facebook and our Instagram linked, as well as the YouTube channel, Libby, Twitch. So Twitch is a streaming service for gaming and every Tuesday one of the teen librarians streams a different video game and we actually have gotten quite a good number of views. I believe last month the most views in a session was 28, which is great. So it is growing, it's been growing since we started it. And then we also have a Discord channel as well. So Discord is a chat feature that we have opened up just for the teen department. And it allows us to communicate teen programs-</p>
John M.	Lauren?
Lauren S.	-updates for programs, and things like that. And then we also use it for our weekly teen Dungeons and Dragons program.
John M.	Lauren?
Lauren S.	Yes?
John M.	We have a great deal to go through tonight. And you know we have to cut your presentation a bit short.
Lauren S.	Okay.
John M.	We've got stuff to go through. So if you could speed it up a little bit that would be helpful. Thank you.

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Lauren S.	Okay. So and then that's it for the teens. And we have coding 101. We are going to be working on teen-led programs where we'll have teens do programs with something that they are knowledgeable about. And then this is it, and this is just a cute video from one of our patrons.
	<i>Video recording audio.</i>
David F.	Aw, that's precious.
Marylin B.	Aw.
Lauren S.	So that's it, thank you for giving me the time.
Marylin B.	Wonderful wonderful Lauren! Thank you for your presentation. It was wonderful. My husband is part of the recreation department committee for the town and he was telling us about the program that you have for that. Also I'm a graduate of Aquebogue Elementary so I'm happy that you're partnering with them. And lastly, I was on Zoom with my granddaughter who goes to Pulaski Street School, and she is happy to get her new library card so thank you for that.
Lauren S.	Thank you.
David F.	Lauren, that was an excellent presentation.
Janet O.	Excellent. Thank you so much.
Ron O.	Lauren when you have a chance you might want to contact me. We can talk about maybe involving the teens in the photography contest. At the peace event.
Lauren S.	Yes, you've got it Ron.
Ron O.	Okay, thank you.
Lauren S.	You're welcome.
Ron O.	Great job. Thank you.
Kerrie M.	Thank you Lauren.
John M.	Thank you Lauren, next on the agenda is Correspondence.
Kerrie M.	Okay, so we did get a thank you from the Long Island Head Start for all the mittens and gloves and scarves that Lauren dropped off. And we got a letter from Joana Polistena who just said "Dearest Kerrie and all of the staff, hope everyone is in good health looking forward to 2021. Suggestion: perhaps RFL would sell bags with the logo, "libraries rock" or similar. Recyclable of course so that you could raise money". "Thanks for allowing the rescue center, the New York Marine Rescue Center donation box at RFL and when the weather is nice again maybe they could have a table outside with literature. Appreciate your help, Joana

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	Polistena". And that's it for Correspondence.
John M.	Director's Report.
Kerrie M.	<p>Yes my Director's Report, Okay so we served a little over 1,800 people at the library in the building for the month of December. This includes Browse and Borrow, the use of the copier and fax machines and the computer lab. And the numbers went down a little bit and I think that's because of the holidays and because we went into a Yellow Zone, so our numbers were down for the month of December. Long Island Cares Mobile food pantry was at RFL on January 7th from 11AM until noon and gave out 75 bags of food in less than an hour. And they will return to the library on February 4th. Island Harvest senior mobile food distribution was at RFL on January 11th and they served 60 seniors and will return on February 8th. The library will receive \$124 from Stop and Shop for being the nonprofit organization to benefit from the community bag program at the Hampton Bays store for the month of December. Since the start of the pandemic our outreach programs that rely on patrons coming into the library have been difficult to sustain. And our outreach librarian Andrea Hill has expressed that she had hoped a virtual ESL group would do well since there has been a demand for it. And so she had started something in November and December, but the attendance was very low. She's happy to report that this week the attendance was up a little bit. So she's hoping that it's gaining momentum and she will continue to provide the service and, she was considering maybe changing the platform if need be if something was a little more user friendly for the group that need the ESL classes. She is working with Valerie Lewis at SCLS and Sharon Goeller at Eastern-Suffolk BOCES and the North Fork Spanish Apostle to promote all of our virtual ESL programs and is hoping to get some more outreach going again. SCLS has created a JEDI learning modules. And as you're aware, we launched this this past week. These resources are meant to provide administrators and library staff with guidance and inspiration when addressing equity, diversity, inclusion and social justice initiatives. There are six learning modules that have been downloaded to our KnowBe4 training software and the first module was launched on January 11th. Once you complete one module the next module is emailed to you. We started taking credit and debit card payments on December 2nd and patrons are happy that we have added this service as a form of payment. And we've noticed that for the month so far, they were used to purchase aquarium tickets, purchase books for the Friends and pay fines and fees and make donations. We received the second tax payment for fiscal year 2020-2021 from the school district in the amount of \$953,139.25. And the Board was emailed the most current estimates and spreadsheet for the Yellow Barn project and I know that will be discussed further in the meeting. Now I'm going to turn it over to Stephanie McEvoy, assistant director.</p>
Stephanie M.	Hi, so Kerrie and I continued to work on the Yellow Barn renovation project throughout the month and since last month's meeting, we received breakdowns of the original estimate separating carpentry from HVAC and

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	<p>electrical work from painting. And the individual estimates have been received and they've been shared with the Buildings and Grounds committee for discussion, and that will be expanded upon by Marylin when she reports on the happenings of our last meeting. So, that's it.</p>
John M.	<p>That's it? Okay committee reports. Personnel? Janet?</p>
Janet O.	<p>Nothing to report, John.</p>
John M.	<p>Buildings and Grounds, Marylin?</p>
Marylin B.	<p>Okay. My report here. The Board of Trustees has decided to move forward to the renovation of the historic Perkins' Yellow Barn, and will start to shore up the inside of the building as early as two weeks after the contract is signed and deposit is made to the GC. The cost at this time for the construction is \$63,925 that's just for the interior only. Which is more than we anticipated even with successful negotiations with the architect and GC. The cost for the material has skyrocketed during COVID, however the labor is reasonable. There will be unfortunately miscellaneous costs. The library initially committed \$50,000 and the Friends of the Library pledged \$10,000 for the annex project, that was dissolved when the cost at that time were coming in comparable to each other. The funding commitments transferred to the restoration of the Yellow Barn in whole. However, the estimates for this project were coming in slowly from the sub-contractors to the GC. This project (due to COVID delays) not all estimates and findings are complete. Our intentions were amicable as our staff did their due diligence to have numbers for the B&G committee to review, negotiate to hold down the cost and present reasonable finals to all fiscal responsible parties involved. We were recently made aware from the finance committee that our requests for additional funding were made. As the Perkin's Yellow Barn took on precedence, an additional concern from the GC was brought to our attention and that is the removal of lead paint. This is for the exterior of the building and the lead was tested, it came back positive on the underneath coating of the building, all top coats are new paint with no lead. The entire project will be in steps. Four steps to this process. So that is a big concern, and the cost for that ranges from \$32,000 to \$80,000. These are necessary repairs to stay in compliance with the town, county and state laws. We will all agree that the safety of our patrons, young and old, is top priority. We have limited funds allocated to the Yellow Barn as necessary repairs to the library buildings have taken on immediate concern such as the new roof and the HVAC as Kerrie had mentioned, that have run its course and replacements are needed to also stay in compliance. We need additional funds to defray the expense of the Yellow Barn's restoration and removal to stay in compliance with the lead paint. And look to request, first to our anchors, Marcia, Linda, Laurie, Ron and all the Friends of the Library to consider committing the additional funding needed. May I add that I too have frequented the Yellow Barn in my youth as well as an adult and would not like to see the beloved historical building in our town fall to despair as it continues to deteriorate</p>

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	and ultimately becoming a blight building. I also would like to have a motion for the approval - and let me read it because I did not print it out. The resolution #21-313 is the approval for the Yellow Barn renovations by Locascio Remodeling.
Janet O.	I'll second.
John M.	Any details with that?
Marylin B.	The details...
David F.	You've got to read the resolution.
Marylin B.	Yes, okay hold on. Approval of Yellow Barn renovations by Locascio Remodeling. Now, therefore be it resolved as follows, the Board of Trustees hereby approves renovations offered by Locascio Remodeling at the total price of \$63,925 to be expensed through capital project funds effective January 13, 2021, and authorize the Board President to execute the agreement on behalf of the library. Resolved, that a copy of this resolution be made available in accordance with applicable laws, rules and regulations.
John M.	Is there a second to that motion?
Janet O.	I'll second.
Marylin B.	All in...John?
John M.	I think we need some discussion on that.
Marylin B.	Any discussion?
John M.	Yes. From my perspective, we don't have the money in the account. Or we haven't got the money earmarked for that. And I'm loath to get into a contract with anybody unless we know the money is there. And at this point it's not there. So I don't think it's a proper motion to make at this point, or I would vote against because the funding is not there.
Janet O.	How much is in the capital fund?
John M.	Pardon?
Janet O.	How much is in the capital fund, David?
David F.	In the capital fund itself? I don't have that figure in front of me.
Janet O.	Okay.
John M.	The capital fund is substantially in excess of that, however we need that money. We don't even have enough money to fix the roof and the HVAC. So you know I don't want to steal that money from the rest of the building for the Yellow Barn or anything else.

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David F.	We have the \$50,000 that was...
John M.	Right.
Janet O.	Earmarked?
David F.Guaranteed by the Board. But we don't have the \$10,000 that was guaranteed the first time by the Friends of the Library. And my understanding is that that money would not be available until some time in February. So that can be a problem. And recently, much to my chagrin and disappointment, the Friends of the Library refused our request for an additional funding. No reason was given for that refusal. I think they should give us a reasoning for refusing a reasonable request. After all we have a major dollar commitment to this. And that's all I have to say.
Janet O.	So we need another \$4,000? So we've got \$63,000...
David F.	Frankly, yes if we want to cover it all we should get an additional \$4,000 but that really is not the point.
Marilyn B.	So we want to make sure that we, you know continue with the renovations to at least shore up the inside of the building. So if we could do that, and if the Friends could help us out with that that would be great. I just want to make sure that we're all in this together from the beginning as we had agreed before. And that we don't see this building going into disrepair going back and forth about funding. We need to try to have some sort of commitment today.
Ron O.	I have a question if I could?
David F.	Well it's obvious that we should-
Ron O.	I have a question, John could I ask my question? It's Ron.
John M.	Yes sure.
Ron O.	I'm hearing that there's 63K for this architectural firm, I also heard there was another figure of 30 some odd thousand dollars to remediate some of the other items such as the lead paint? So is that a total of like 90K is what you're talking about?
John M.	Yes, at least.
David F.	No, we're talking about \$110,000 minimum. Because we're looking between \$32,000-80,000 for the exterior, and that includes work on the foundation. So at this point in time we're more concerned with the interior of the Yellow Barn, and we are going to work on stratagems for the exterior funding through fundraising.
Ron O.	Okay and...

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David F.	That's at a later date.
Ron O.	I understand that. So let me understand, what is it that's necessary to get the Yellow Barn safe to be up and running?
John M.	We have to cover...
David F.	\$64,000 in total funds of development.
Ron O.	I'm sorry that's what I'm asking, \$64,000 and that will make the Yellow Barn...
David F.	In total funds. In total funds available. We have 50, the library's guaranteed that we got those funds. We don't have the ten from the first promise you made, that won't be available until mid-February. And then there's a balance of four.
Marylin B.	Ron, wait. Hold on David, Ron finish what you were saying, Ron.
Ron O.	Okay I was just concerned about what the number really is, because there are a lot of numbers being thrown around. Obviously I have not seen any of the proposals or any of the contracts. Is it possible that the Friends could get a copy and look at what's there so we can make a determination?
Marcia L.	I have a copy.
Kerrie M.	I sent it to Marcia.
Marcia L.	I have a copy.
Ron O.	Well okay, then I guess Marcia you have to address it and see what's going on with that.
Marcia L.	Yes.
Jeff Z.	Ron to be clear, the position is that because funding is not fully available, we don't have visibility into the funding for the entire restoration of the barn, that we would take a phased approach. And the phase one that Marylin described, the \$64,000 is the contractual price for the contractor to execute the repair to the interior which would make it safe for use.
Ron O.	So that's a bottom line including materials, labor and all other costs.
Jeff Z.	Correct. It does not include contingencies.
Ron O.	Okay. What would be contingents?
David F.	It depends on what they find when they go in.
Barbara G.	So what do you expect them to find?

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Ron O.	So if you have, termite damage for example? Or some crazy thing like that?
Marylin B.	Yes, because we're not sure, they still have to go in and do another assessment. This is what their finding was from before. And we just want to be able to just lock in that price right now, and then we can always revisit. But we do need some sort of commitment I mean if you as far as any contingencies funding to help out with that that would be great as well. But I just want to see this done in my lifetime.
Ron O.	Yes agreed.
John M.	For my two cents Marylin, I need to know that all the money is going to be there for the initial portion of the project. I don't want to sign a contract that...
Louise W.	And that's the \$64,000? We've already committed 50, and the Friends have committed ten.
Marylin B.	Okay so we just need to make sure the Friends say ten and then we can move on from there.
Marcia L.	May I say something?
Marylin B.	Go ahead Marcia.
Marcia L.	We have absolutely committed \$10,000 to it. The reason that it wasn't available until February is we have to wait until a CD matures to have the \$10,000. We have less than \$20,000 in our assets at the moment, in checking and savings. So we need to wait until a CD matures.
Marylin B.	So after this CD matures are you able to give an additional...
Marcia L.	We do not have the money to give an additional \$10,000 at this point. We just don't have it.
Marylin B.	Are you able to give at least \$5,000 towards it?
Marcia L.	I'd have to ask the Board again, what I did was query my Board, we had a telephone conversation, then each person sent me a text with their vote. And I got no votes of yes from the entire Board.
Barbara G.	Can I make a...
Louise W.	Is that for more than the \$10,000? The \$10,000 has already been committed?
Marcia L.	The \$10,000 is committed and secure. The additional, John had - David sorry had asked for an additional \$10,000. So I put it to the Board and we looked at our finances and we looked at the specs. And we just don't have the money. We do not have it. We've been - we're operating at a loss.

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Louise W.	Right, and I can certainly understand that from all the book sales. I mean that's a simple fact.
Marcia L.	I mean we haven't been able to use the Yellow Barn to sell books. We had 13 Wednesdays in which we sold books. And then we are now selling to some extent, but at a lesser extent within the library Yellow Barn South. So we have not made our usual amount of money. Normally in a year there would be \$20,000 of income. Between donations and book sales. And we haven't had that. We haven't had that at all. And we haven't gotten certain monies, grants that we normally get for example from the Pike Foundation normally gives us \$5,000 we got nothing this year, we have no piano plus.
John M.	I believe I heard you say, or I understood you to say that you've got \$10,000 there but there's additional funds available in your savings account or something.
Marcia L.	Not in a savings account, it's a fund to keep us solvent. We have a small fund to keep us solvent. We don't want to see us go under as an organization.
David F.	You mentioned \$20,000?
Marcia L.	What?
David F.	You mentioned \$20,000 in liquid funds?
Marcia L.	We have \$19,000 and something in liquid funds at the moment. But we have bills that come out. We owe the library for programs that we've pledged to pay for, we pay for Quickbooks and we have outgoing expenses. We're getting very few new members, we've had only 26 new members. Our membership is down. We're getting very few donations.
John M.	I understand that, but you're not in danger of bankruptcy so I wouldn't worry about it.
Marcia L.	Beyond that \$20,000 we have almost no money to operate on, period.
John M.	What money do you need to operate? Other than Quickbooks?
Barbara G.	Scholarships.
Marcia L.	We give scholarships, we provide the bikes, we support a number of programs at the library, we do some outreach.
John M.	Marcia, in my view that's the gravy.
Marcia L.	We really don't own the building, the library owns the building. We utilize it.
John M.	I understand.

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Marcia L.	The library owns the building.
Marylin B.	So working with us to try to help bring the Yellow Barn to fruition...
Marcia L.	I actually, if I can. Barbara and I went over the specs very very carefully. And I think it's easy to save \$10,000 on some of those things that he wants to do. And still have a safe workable building. I really do. I think that he's making it a little more elegant than it needs to be, adding more things than necessary I think. For example I'm not sure why the office wall has to be moved. I'm not sure why there needs to be skylights. I'm not sure why the paint interior has to be done and at such an expense. So there were a few things that I felt like if it were my contract for my house I would want to know, is it necessary?
Marylin B.	Right and I know that..
Marcia L.	Safety is a necessity, absolutely.
Marylin B.	Safety is my first and foremost, being a contractor myself. And those things that Frank wants to provide is to code. So we need to you know basically...
Marylin B.	Well I know (inaudible).
Marylin B.	So we want to make sure that we shore up and the \$6,000 is to shore up, I mean there's always costs that we can cut as we have done in the past we've negotiated these costs we gave the contracts back to them and had them to you know redo them and come back to a cost-effective way of us doing it and this is the final that so far that we have come up with. Also...
Ron O.	Was this the-
Marylin B.	Go ahead Ron.
Ron O.	Was this the low bidder?
Marylin B.	This was the lowest bid.
Ron O.	Okay, thank you.
Marylin B.	And also you have to take into consideration COVID, there's a lot of contractors who are waiting for bulk items. And getting these items in is horrendous. I'm still waiting on all types of electrical supplies as well as you know we're doing another project where we're waiting on fencing and we're waiting on all types of things. And so you know I'm sure that their cost is in regards to a bulk delivery. So we're getting what they can give us at this particular time and I also had mentioned before that their labor is very low. They're charging us minimum.
John M.	We also have an additional problem in timing. The contractor is about to start a very large project and he can't play with this one. We either do it or

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	we don't. And going back and looking at numbers again and looking at whether we need this or that is going to stop the project period until at least next winter.
Marylin B.	That's true.
John M.	So I would suggest that the Friends come up with the additional monies so that we can go forward and do the thing, and you're going to be tight but you don't have any expenses really. So...
Louise W.	But if the Friends don't have it available, how can we say tonight that we can start the project? Can we say tonight?
Ron O.	I have a suggestion. I have a possible suggestion, is there a chance we can do progress payments? In other words with certain accomplishments? That therefore have the possibility of having the payments come later on when the funds may be available.
David F.	No, because the contractor wants 50% up front. As he begins the interior work.
Louise W.	And when would he want the other 50%? When he's done?
David F.	No.
Louise W.	Two-thirds into it? Three quarters? I can see what Ron is saying as far as in bits and pieces. That will give the Friends a chance maybe to sell too.
Marcia L.	Yes if we could be in there selling books...
Marylin B.	You can't be in there.
John M.	We don't have time for that.
Marylin B.	You can't be in there, we can't have anyone for safety reasons
David F.	No.
Marica L.	In the summer.
Louise W.	In the summer.
John M.	We don't have time to sell books right now.
Marcia L.	No, I'm not talking about...
Marylin B.	No, they're talking about in the summer.
Kerrie M.	I think that if the contractor is able to get in by the end of February and complete the work, that by the summer the interior will be done. He's saying just a couple of weeks he'll have all his guys in there and it will be done.

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Marcia L.	If we're selling in the summer we would have additional funds.
Jeff Z.	So I think what we're saying is...
Marylin B.	Go ahead Jeff.
Jeff Z.	Ron, Marcia, what I'm hearing is that there is a liquidity matter and that the funds were, if we knew the funds were coming, could we float the \$4,000 until you had those funds? And the answer to that is likely yes if we had a commitment that you would provide them.
Ron O.	That's what I'm talking about, yes.
John M.	Succinctly put, thank you Jeff.
Marylin B.	Yes.
Louise W.	Good job.
Marcia L.	Well I would like to say yes, but I have to go back to my Board again and see if it's okay. So I would have to have another group telephone conversation and present that material.
Ron O.	So are we talking about another 4K or 10K?
Marylin B.	And when do you think you can do that?
Marcia L.	I can do that tomorrow. That's not a problem.
Marylin B.	Okay. So I know that was Ron's suggestion, it's a great suggestion.
Marcia L.	I think it's a very good suggestion that it comes in pieces, that we could do.
Ron O.	So just to be clear, can I have a clarification?
Marcia L.	I'm not talking about another ten. It would be the other four to meet that. And I think we could do that.
Ron O.	Exactly.
Marylin B.	I think we could do that as well.
Janet o.	Because I would hate to hold the project up. You know I would like to get the ball rolling here, Marylin.
Marylin B.	Okay I guess we're all in agreement.
Barbara G.	No.
John M.	Well we have a motion on the table. And the motion provides for a contract for the guaranteeing payments. I want to make sure that those

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	monies are there. Now we can hold a special meeting to do the contract after we know the funds are there. If the Friends turn it down, I'm not going to sign a contract before the Friends commit to this thing.
Marcia L.	We've already committed the \$10,000 and the likelihood is that we will commit the \$4,000 if we can do it in an incremental way.
John M.	But you need the approval of your Board.
Jeff Z.	Right so-
Marylin B.	She said she was going to call them tomorrow John.
Marcia L.	Tomorrow.
John M.	Fine.
Jeff Z.	Let's defer this motion until we hear back from Marcia.
John M.	Thank you. That's what I was going to suggest also.
Marcia L.	That's fine.
Louise W.	Can we pass it on, or vote on it contingent on, because I know we've done this before, contingent on getting the other \$4,000 from the Friends?
John M.	That's a meaningless motion. If we don't get the \$4,000, nothing is going to happen. I'd like to make sure the \$4,000 is there.
Louise W.	When will we have that special meeting John, can we have it this week?
John M.	Yes of course.
Marylin B.	Well this week would be when?
Louise W.	By Friday.
John M.	Friday? Yes if we have it early. That's my birthday. I don't want to waste too much time.
Marcia L.	Come on you're 39!
Marylin B.	Well I'm available. I just want to see this through.
Marcia L.	I'd just hate to make a commitment and speak privately and not represent the views of others. Barbara is here.
David F.	Marcia?
Barbara G.	I'm here, but you can't hear me.
David F.	Marcia.

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Louise W.	Yes, I can.
David F.	Can you hear me Marcia?
Marcia L.	Yes I can hear you David.
David F.	Okay I just have one question, when does your CD fall due in February?
Marcia L.	Oh God, I have to look. I don't know. I have to look. I have it on another piece of paper and I don't have it at my desk here.
David F.	Okay, and at that point in time you can give us the \$10,000 that you had previously promised? Correct?
Marcia L.	Yes.
David F.	Okay.
John M.	So let's defer this motion.
Marylin B.	Yes we defer the motion, go ahead John.
John M.	This is the time to do it. Because if it's not done now, it's not going to happen for another seven months so...
Louise W.	Right.
John M.	It's got to go now or never.
David F.	We'll set up a meeting by the end of the week, we'll make a decision.
John M.	Yes. Okay, Policy and Bylaws.
Jeff Z.	Before we close that, is it the - can we state that it is our understanding that should Marcia provide those funds their expectation should be that we approve this motion and proceed with the project?
John M.	Yes.
Marcia L.	Thank you Jeff.
John M.	Okay, Policy and Bylaws.
Ruth N.	There is nothing new that has come up
John M.	Bless you. Finance?
David F.	Okay. Personnel and payroll report as of January 13th in the month ending December 31st, 2020. There were no new hires. There were no resignations or terminated employees. In addition to their onsite employment responsibilities, there were ten employees of the library that attended 18 meetings and seminars and other programs. Utilizing four

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	<p>methods of communication: Zoom, LILRC, Ingram and conference calls. In addition, the number of employees during the month of December as of December 4th: there were 25 full time, there were 32 part time. As of December 18th: there were 26 full time and 31 part time. As of December 31st: there were 26 full time and there were 32 part time that ends that part of the report. In addition, for your information, for the Board's information we were successful in renewing two CDs with People's United Bank during the month of January, January 4th to be exact. And they were for the term of six months and one year. And they total \$464,681.17. And that concludes my financial report.</p>
John M.	Thank you David. Liaison Reports, Friends? Anything to add?
Louise W.	No not really, we had a meeting on Monday, a Zoom meeting. And mostly they're just in limbo, waiting.
John M.	Who is in waiting for what?
Louise W.	Well all of them, considering I'm a Friend, all of us are just waiting to find out the determination of the building so that we can move forward and make more money.
John M.	Well we know what the problem is. We know what that is going to be now, thank you. Library system, anybody have anything on that? (pause) Alright.
Louise W.	Where's Susan?
John M.	Pardon?
Louise W.	Where's Susan?
John M.	I don't know, she's I don't know I haven't seen hide nor hair of her in moons.
Kerrie M.	I invited her and she said she would try to make it.
David F.	Okay, thank you.
David F.	She hasn't been at several meetings.
Louise W.	Right I'm just going to- I'll shoot her an email.
John M.	Any Unfinished Business? (pause) good. Any New Business? (pause) good. Period of Board Expression? (pause) Ah silence is golden. Period of Public Expression?
Barbara G.	I have questions.
John M.	Yes. You've got Public Expression.
Louise W.	Go ahead Barbara.

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Barbara G.	Oh I just have a question, why the skylight has to be put in?
John M.	I don't remember why but they're in there and this is too late to start changing things around.
Barbara G.	But that's a very expensive thing. And you're trying to save money.
Kerrie M.	It's been put in there for heat to expel from the building. The building tends to be hot and it's a way to release the heat when you open up the skylight you know there is a way for it to escape. And it's an inexpensive way of doing so. To allow the heat to escape from the building.
John M.	Thank you Kerrie.
Barbara G.	Thank you.
John M.	I guess we are going to adjourn for an Executive Session if we may.
Marcia L.	Okay.
Ruth N.	Will that be on the phone or will that be on video as we're doing now?
Kerrie M.	It's going to be on Zoom but it's a different login I had emailed that. So you log out of this one and then you join again with the other login.
Ruth N.	Okay.
John M.	Oh dear I've got to find that now.
Annette T.	Me too.
David F.	I'll give it to you if you need it John, I've got the number.
Marcia L.	Alright I'm leaving now, bye.
Louise W.	Bye Marcia.
Janet O.	Bye Marcia.
Marylin B.	Bye Marcia, thank you.
Amy W.	Thank you.
Marylin B.	We've got to make a motion to adjourn right? Or go into Executive Session.
John M.	We'll adjourn but David what's the numbers?
Kerrie M.	No, you can't give it out now we're in a public meeting you can't do that. I'll text it to you John, I'll text it to you.
John M.	Thank you very much.

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Kerrie M.	Okay.
John M.	Do I have a motion to adjourn?
Janet O.	I make a motion.
Marylin B.	Second.
John M.	All in favor?
All	Aye.
John M.	Opposed? (pause) So carried.
	Meeting adjourned for an Executive Session at 7:47PM
	A motion was made by David F. to adjourn.
	The motion was seconded by Louise W.
	Executive Session adjourned at 8:09 PM
	A motion was made by Louise W. to adjourn.
	The motion was seconded by David F.
	Meeting adjourned at 8:11PM