

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- May 14, 2020

Virtual meeting due to COVID-19

Members Present: Emily Backus, Jeffrey Boisvert, Eugene Burns, Peter DeWind, Jennifer Embree, JoAnne Hanrahan, Kathleen Jablonowski, Kate Miller-Corcoran, Margaret Shiel

Absent: Margaret Coffey, Sara Tarricone

Also Present: Interim Director Sherry Kowalski, County Attorney Jennifer Suwak, BOCES District Superintendent Al Buyck

Call to Order: The meeting was called to order by P. DeWind at 5:31 pm

Public Comments: None

Amendments to the Agenda:
Status update on strategic planning committee

Oaths
J. Boisvert was sworn in as a library trustee for a five-year term.

Minutes of Last Board Meeting:
K. Jablonowski was added to the members present in the April 2020 board minutes. The updated minutes were adopted.

Appointments and Resignations:
Broome County has moved to a voluntary furlough program. One BCPL employee has decided to select this option. P. DeWind and S. Kowalski will talk with employees to see if more of them would be interested.

New Business:

Library Re-Opening Plan

- The re-opening plan being developed for BCPL is in alignment with the governor's guidance, the library would open to the public as part of NYS Phase 4 re-opening which is anticipated to begin at the end of July.

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- May 14, 2020

Virtual meeting due to COVID-19

- S. Kowalski has been having regular meetings with Broome County and Four County Library regarding plans for re-opening.
- The board and S. Kowalski discussed plans for keeping computers clean and setting up new sit/stand stations.
- J. Boisvert offered to help S. Kowalski with specific plans for social distancing within the library.
- A. Buyck suggested developing a communications plan for patrons so that they understand what protocols have been put in place for their safety and the procedures they will need to follow as visitors to the library.
- Other board members are encouraged to reach out to S. Kowalski if they are interested in helping her develop the re-opening plan.

Curbside Pick-Up

- Patrons would request items in the BCPL catalog via phone or computer and library staff would pull the item (if available) and allow the patron to pick-up the requested material at the front door of the library.
- The curbside pick-up plan needs to be agreed to by Broome County; other libraries in the area are looking at doing this option too.

Image Integrator- Microfilm Readers

- Due to low usage the board discussed reducing the number of Microfilm readers available and opening the space in the library for more urgent needs.
- E. Burns presented a motion to approve having two of the machines repaired in accordance with the quotes obtained and enter a service contract not to exceed \$5,000, seconded by M. Shiel. The motion passed unanimously.
- Broome County will need to review and finalize the contract.

Hoopla Statistics

- Hoopla has been giving out free content to customers so although BCPL patron usage has gone up, the cost to the library has not increased.

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- May 14, 2020

Virtual meeting due to COVID-19

- Hoopla is billing Four County Library directly for usage, not BCPL.

Friends of the Library Book Sale

- Although the monthly book sale is a major fundraiser for this organization, the sale is on hold due to the pandemic.
- The library is not currently accepting book donations; however, the Friends does have many books in storage.
- Friends of the Library is looking at options to have a sale and keep the public and volunteers safe. J. Hanrahan will keep the board updated.

Additional Updates

Strategic Planning

- K. Miller-Corcoran explained that strategic planning will be on hold until the end of June due to uncertainty related to the COVID-19 pandemic.

Library Interest Fund, Community Foundation of Southern New York

- E. Burns serves as Chairman, he shared with the board some potential grants and funding available to the library.

President's Report:

- P. DeWind has been having regular conversations with executives at Broome County. The County asked about possibly using part of the BCPL facility for other County operations. P. DeWind will keep the board updated if anything is finalized.
- BCPL has been operating at partial staffing levels which has been beneficial in completing backlogged work.
- BCPL is preparing options to restore service to patrons as soon as possible, including pick-up options.
- Anticipating that budgeting for 2021 will be more challenging than in the past due to potential cuts related to the pandemic.

BROOME COUNTY PUBLIC LIBRARY

BOARD OF TRUSTEES

Regular Session Minutes- May 14, 2020

Virtual meeting due to COVID-19

Director's Report:

- Broome County will install plexiglass at the public service desks before the library re-opens.
- Later this month there is a meeting scheduled with Broome County Finance and the Broome County Department Leads to begin 2021 budget planning.

The meeting was adjourned at 6:33 pm.

Next Meeting:

Scheduled for Thu, June 11, 2020 at 5:30 pm.

Respectfully submitted,

Sara Tarricone