

Philmont Public Library
101 Main Street
Philmont, NY 12565

May 6, 2020

The regular May meeting of the Philmont Public Library Board of Trustees, held via Zoom teleconference (meeting ID # 98264225933, transcribed) was called to order at 7:19 PM by President Faith Benson. Also present were Vice President Dave Bolevice, Finance Officer Rain Whittaker, Secretary Mindy Gardner, Director Tobi Farley, Village Liaison Barbara Sagal, and Members Nat Drake and Jason Kenny.

Visitors in Attendance: None

Public Comment: None

Minutes: A **MOTION** to accept the April 2020 minutes without change was made by Whittaker, seconded by Benson, and unanimously approved.

Correspondence (Gardner):

1. Two thank you notes were written to individuals who donated \$100 each.
2. A thank you letter to Herrington's for compost buckets remains to be written. Gardner requested Farley send her a description of the program so she can add how the buckets will be used.

President's Report (Benson):

1. Benson attended an MHLS webinar about Covid-19 issues and related information regarding budgets, writing to state and U.S. senators, and the re-opening timeline.
2. Benson asserted that we will need new policies for access, patron behavior, safe computing, and staffing requirements.
3. General discussion about PPE and the cleaning of computer equipment.
4. Benson signed up for a Zoom account for meetings Farley will not be attending.

Financial Report (Kenny/Whittaker):

Kenny formally resigned as Financial Officer to the Philmont Public Library Board of Trustees. A **MOTION** to accept, with regret, Jason's resignation from the position of Finance Officer, effective immediately, was made by Benson, seconded by Bolevice, and unanimously approved.

Benson **APPOINTED** Rain Whittaker as Finance Officer, effective immediately.

Whittaker was unable to report the library's present financial status because the village was unable to provide the numbers.

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Village Liaison Report (Sagal):

None

Library Director's Report (Farley):

1. Our summer programming will be different this year due to Covid-19. No in-person activities are being planned. The Battle of the Books will need to be re-imagined.
2. The Roe-Jan, Philmont and Claverack libraries have reached out to Taconic Hills school about doing things together, such as care packages for kids with info about library resources.
3. The Claverack library has cancelled their spring book sale. They are thinking of delivering books along with lunches via school bus.
4. Several presenters are offering virtual programs online and discounts for library groups.
5. We are planning collaborative asynchronous participation for the summer Fairy Garden program.
6. We are considering having family groups sign up to mix compost each week.
7. Story time attendance is variable.

Policy Committee Report:

1. A **MOTION** to accept the Cultural Center Plan with no changes was made by Drake, seconded by Whittaker, and unanimously approved.
2. The Volunteer Curator Policy was discussed. "...and shall be expected to provide support as needed from the initial application by an artist or group of artists to the event itself," changed to "and shall be expected to provide needed support to an artist or group from the initial application to the event itself." A **MOTION** to accept the Volunteer Curator Policy as discussed and amended was made by Benson, seconded by Whittaker.
3. A **MOTION** to accept Appendix A with no changes was made by Gardner, seconded by Whittaker, and unanimously approved.
4. Appendix D: Tutoring Reservation Form was discussed. The board decided to take out the fields for name and email of parent/legal guardian. A **MOTION** to accept Appendix D as discussed and amended was made by Gardner, seconded by Faith.
5. Benson stated that we need more Board members, especially to help with policies.

Old Business

Farley presented the draft Facility Plan for approval. Both Whittaker and Bolevice expressed concern about the availability of future state funds. Farley and Gardner explained that the Facility Plan is an internal Board document that should reflect our "pie-in-the-sky" ideas.

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Bolevice reported that Chris Hoppe hopes deliver the engineering report next week.

There were no comments to Part 1 of the Facility Plan. Benson highlighted the persuasive nature of the narrative in Part 2. Whittaker suggested a formatting change to Part 3.

A **MOTION** was made by Bolevice to accept the Facility Plan as written, seconded by Benson, and was unanimously approved.

New Business

Farley introduced an idea to send postcards to all Philmont P.O. boxes with information about the library's online book and movie downloads and how to get a library card number. The Board asked Farley for cost numbers for the different printing and material options she put forth.

Benson referred back to the MHLS seminar she attended, and asked the Board to look at what other libraries are doing regarding signage and WiFi access during the NY-on-pause period.

Gardner looked into the details of a Microsoft WiFi grant sent to her by Farley. Philmont does not qualify because it is for rural counties only and Columbia County is not listed. A possible option for increasing WiFi access in the future is the loaning of WiFi hot spot devices.

A **MOTION** to adjourn was made by Whittaker, seconded by Benson, and unanimously approved at 8:41 PM.

The next library board meeting will be held on June 3, 2020. Time to be determined.

ACTION ITEMS

Benson - Update Volunteer Curator policy, Update Appendix D

Bolevice - NONE

Drake - NONE

Farley - Investigate price points for postcards; send Gardner information about composting program

Gardner - Write thank you letter to Herringtons

Kenny - Email Benson a formal letter of resignation

Sagal - NONE

Whittaker - NONE
