

Philmont Public Library
101 Main Street
Philmont, NY 12565

December 2, 2020

The regular December meeting of the Philmont Public Library Board of Trustees, held via Zoom teleconference (meeting ID #982 6422 5933, recorded) was called to order at 7:04 PM by President Faith Benson. Also present were Vice President Barbara Sagal, Chief Financial Officer Dave Bolevice, Secretary Mindy Gardner, Director Tobi Farley, Member Nat Drake, and Village Liaison Representative Debra Gitterman.

Visitors in Attendance: None

Public Comment: None

Minutes: A **MOTION** to accept the November 2020 minutes with two changes (Gitterman's title; date of Sagal's nomination) was made by Benson, seconded by Drake, and unanimously approved.

Correspondence (Gardner):

1. A letter was sent to the Philmont Clerk notifying the Village that Sagal is our new Vice President.
2. A notification of our Zoom meeting date, time and log-in credentials was sent to The Columbia Paper.

President's Report (Benson):

Benson reported following up with Vernan Doyle, Philmont's police chief, regarding background checks for those who want to present a program at the library. Doyle explained that the license photocopy was used only to establish that the person isn't a registered sex offender or has outstanding arrest warrants.

Repeated attempts to reach Mr. Rich Nesbitt, the Village's insurance agent at Johnny Walker Insurance Co., by email and phone have failed. Benson did speak to a different Johnny Walker employee, Sheri Colley, and remains hopeful that we may have an answer to our questions soon.

Financial Report (Bolevice):

Bolevice reported that we have the financial reports and spreadsheets through October 31st. There will always be a month-long lag in reporting.

The beginning balance was \$31,536. 4 donations from municipalities came in so the ending balance is \$63,733.

The Board discussed the monthly reporting requirements. The budget-to-actual numbers, beginning and ending balances, and any donations that have come in are important details to report.

Village Liaison Report (Gitterman):

The Village Clerk has taken a new job. She really helped us in the time she was here. We hope to have a new hire on board early next year.

Village budget meetings are ongoing.

Philmont Public Library
101 Main Street
Philmont, NY 12565

Philmont may receive Climate Smart Community Bronze certification which means we will be eligible for larger NY state grants for climate projects.

The electric car recharging station is moving through the necessary grant steps. We hope to have it installed by the end of next year.

Library Director's Report (Farley):

1. The building's structural repairs are on the "wish list" for the village budget next year.
2. Literacy and at-home kits are in full swing. Omi gave us 24 kits to make balsa wood museums. Only 3 kits are left. They will provide more if needed.
3. The Sash Memorial Project is continuing.
4. The job skills workshop is moving forward, and has been scheduled for January.
5. Our holiday ornament workshop has 10 kids registered already.
6. We will continue the Hoopla online service for 2021. Hoopla has audio books, e-books and music.
7. There are new NY state color-coded clusters for closings. Public libraries may remain open in red zones, while school district libraries would have to close. We may want to close if we are the only one left to avoid overcrowding. We could go back to curbside pick-up.
8. The Claverack Library and Philmont Library will share staff if either library is shorthanded due to Covid-19. If we go to curbside, we only need one person working at a time.
9. PB Inc is partnering with us on the seed library.
10. Columbia County got a grant for \$50,000 for museum passes so we can re-absorb the \$1500 that we had earmarked for museum passes.
11. We're starting soup sale coordination. Instead of 4 Wednesdays in January, we will have a sale every other week for 3 months. People will pre-order, make a reservation for pick-up, and heat up the soup themselves at home.

Building Committee Report:

Gardner reported that the Building Committee agreed to send village residents a year-end financial appeal letter that will be mailed along with the January 1st water and sewer bills. The deadline to get our letter to the village is December 28th.

The Committee also spoke with Jeff Bancroft, President of the Friends of Philmont Library, about creating a GoFundMe campaign to fundraise for the foundation repair project. He gave the green light to move forward with it.

We will use both platforms to recruit new Friends members.

Mindy and Tobi will present the fundraising plans at the December village meeting.

Policy Committee Report:

Sagal made a **MOTION** that the Board include in the Pandemic Protocol Policy the following sentence: "The Philmont Public Library shall comply with all New York State mandates and guidelines for a Pandemic Response Plan." This was seconded by Benson and unanimously approved.

Philmont Public Library
101 Main Street
Philmont, NY 12565

A **MOTION** that the Board accept the Lending Rules and Procedures Policy with Appendix I as written and discussed was made by Bolevice, seconded by Drake, and unanimously approved.

Farley reported that Stephanie Pines was interested in joining the Policy Committee. Next policy meeting to be held the following Wednesday, 3 PM.

Artistic Events Committee Report:

Drake reported that he had a brief Zoom call with Steve Wildermuth Monday evening to find out if his group is in agreement with what the two had previously discussed. To still be determined:

- Whether the opening will be in January or February.
- Alternatives to the artist themselves appearing on camera to talk about his/her work.
- Buying hardware, and how best to hang the show in the space.

The next artistic events committee meeting with Wildermuth will be the following Wednesday, 7 PM .

New Business:

A **MOTION** that Patty West's position change from Provisional Assistant Director to Assistant Director was made by Benson, seconded by Drake, and unanimously approved.

A **MOTION** to adjourn was made by Bolevice, seconded by Benson, and unanimously approved at 8:18 PM.

The next library board meeting will be held on January 6, 2021 at 7:00 PM.

ACTION LIST

Benson - Follow up with Mr. Nesbitt (insurance agent); Edit the Contact List; Edit the Policies

Gardner/Farley - Present fundraising plans at December Village meeting