

Wadsworth Library Board of Trustees Meeting Minutes Thursday April 9, 2020

Board Present: Mike DaBramo, Tom Whitmore, Carolyn Meisel, Mark Sullivan,
Julie Brocklehurst-Woods , Geoff Clough

Absent: Marcia Podhorecki

Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Guest: Alan Rudgers, Clerk of Works

Call to order at 4:02 by President Mike DaBramo

Adoption of the Agenda: motion by Mark, second by Julie, passed

Calendar items were reviewed, we seem to be on schedule. Elections will be discussed later in this meeting.

Approval of Consent Agenda to include:

Adopt the minutes of the regular Board meeting on March 12, 2020; and the Special Board meeting on March 15, 2020.

Treasurer's report;

Children's Librarian reports that Story Time is being posted on YouTube, providing these patrons with comfort and continuity.

Director reports that full-time staff are working at home. Michael comes in to manage the bills. PT staff work mostly at the check-out desk. At home they have been pursuing and keeping track of online educational opportunities and more familiarity with library holdings and resources.

This approval was moved by Julie, second by Mark, passed.

Reports

a. Financial reports and approval of bills (warrants):

Marcia reported that there are no real problems, but details to work out. Construction funds will be grouped together in our next report. Current funds available to pay for construction include \$169,000 in checking account, \$400,000 in our Money Market account, and we can access additional RACF funds. We will be paying directly for the storage pod.

b. Approval of pre-audit payments from 3/13-4/10 : Motion by Tom, second by Mark, passed

c. Approval of pending payments: motion by Carolyn, second by Mark, passed

d. Friends of Wadsworth Library: no report

Old business

1. Second floor expansion: Everything is on hold per Executive Order, with a \$10,000 fine for violations. A Stop Work Order has been issued. In preparation for construction, a barrier wall on the main level has been installed and insulated. In the meeting room plastic has been installed to protect the carpeting. Measuring has taken place and steel is being ordered. PLS isn't currently offering tech assistance. We are all grateful for the work done by Marcia Podhorecki as the library closed.
2. Fundraising: It does not seem to be a good time to make fundraising requests. It would be good to stay in touch with donors. We may have raised enough for the building, but still need funds for the furnishings.
3. Library operation during construction: Once construction begins and the library has permission to open, we will probably need two weeks to get up and running since we closed unexpectedly.

There will be a gradual ramping up regarding COVID-19 restrictions, but we can't predict just how this will occur.

4. Election/Budget: It is not possible to follow our usual timeline and procedures due to the current pandemic. PLS has suggested we might let the Trustee terms expire, then the Board could re-appoint people in July. The two Trustees with expiring terms (Geoff and Mike) are willing to serve again. Due to our current pandemic, the budget for the upcoming year will be difficult.

Motion 42. Carolyn moved that we not hold an election this year, and that our budget will be the same as our current budget. Second by Geoff, passed unanimously.

5. Little Free Pantry: Mike spoke with Deb Allen. She understands that this program will not be part of the library, and that the box will be located on Second St. She plans to do some advertising, but will not initiate any tasks until after COVID-19 restrictions are lifted.
6. Long range plan discussion needs a dedicated face-to-face meeting.
7. York residents and their library use was not discussed.

New Business

1. The Schwab CD's will go to a cash fund if we take no action.

Motion 43. Carolyn moved to roll over these funds. Second by Geoff, passed unanimously.

2. We need to get three vendor quotes for wiring to include data, phones, security cameras, and wireless, including 50 drops. A "chase" passageway will be created during construction, so it will be easier to change these wires in the future. The wiring closet needs to be moved to the other side of the room, with a patch panel in the basement. Cost may be \$5-\$6000.

3. Security cameras are needed for the various areas. The old section cameras are decoys. The Director typically monitors all areas.

Next meeting is May 14, 2020 at 4:00 p.m.

Adjourn at 5:22, motion by Julie , second by Carolyn, passed.

Respectfully submitted,

Julie Brocklehurst-Woods
Board Secretary