

**PITTSFORD COMMUNITY LIBRARY
BOARD OF TRUSTEES
AUGUST 12, 2020**

PRESENT

Tracy Castleberry, Farrah Ritter, Paul Seidel, Mary Doyle, Michael Labombarda, Radhika Ramesh

ALSO PRESENT

Pam Burch, Amanda Madigan, Kate Bohne Munzinger

PUBLIC COMMENT

No public attendees

Board President Tracy Castleberry called the meeting to order at 7 PM.

ABSTRACT

\$ 18,489.40

Mary Doyle moved to approve the August abstract. Michael Labombarda seconded the motion which carried.

MINUTES

Michael Labombarda motioned for approval of the June 10, 2020 meeting minutes. Radhika Ramesh seconded and the motion was approved.

FRIENDS LIAISON REPORT

- Pam Burch reported that the Friends started accepting donations by appointment and resumed hall sales.
- Donations and sale revenues are behind due to COVID restrictions. Projections through the fiscal year are sufficient to support approved library requests. Fund balances are available to fund approved requests if needed.
- Pam reported that memberships have been renewed for one year.
- Friends are working with Amanda to plan mini-sales later this year.
- See <http://pittsfordlibraryfriends.com/> for updates.

TOWN LIAISON REPORT

- Kate Bohne Munzinger announced Brian Luke as the new Town Finance Director. Greg Duane will be retiring but will stay through the end of the year to ensure a successful transition.
- The Centennial Celebration of the 19th Amendment is planned for August 18-31. Details at <http://www.townofpittsford.org/news/19th-amendment-centennial-celebration-august-18-31-pittsford>.
- Town Hall is open to residents by appointment and remains staffed to handle business online, by mail, phone, email as well as the drop at the right of the front door at Town Hall.

- The Recreation Department continues to offer programs with guidelines in place.

LIBRARY DIRECTOR REPORT

- Amanda Madigan discussed current staffing levels.
- Hours of operation for the library are Monday through Thursday 10 am – 7 pm and Friday 10 am – 6 pm. Saturday limited contact pickups are from 10 am – 1 pm.
- Circulation continues to increase and door count is at about thirty percent of last year's level for July.
- Plans are underway to reopen public computers for one hour time slots. Social distancing parameters will be marked off and staff will be able to provide assistance following the guidelines.
- Copying, printing, and scanning will be available when public computers are opened.
- Door counters were updated and software installed to provide real time monitoring of building capacity. Staff are able to view the monitor for a count of patrons in the building and ensure compliance with reopening guidelines.
- Accommodations are available for patrons who don't wear masks as required to enter the building. The library is currently the only Town of Pittsford facility open to the public without appointment or reservations.
- Amanda proposed that we order face masks with the library logo. **Radhika Ramesh moved to approve a \$600 Foundation funding request to add to the logo account line for the project. Farrah Ritter seconded the motion which carried.**
- Summer Reading programs were online this year. Children's offered a 'Take and Make' project that was very well received and a database was added to support similar offerings in the future.
- New York Library Association is holding a virtual conference scheduled this year for November 5th and 6th. **Michael Labombarda motioned for approval of \$ 298 for conference attendees Amanda Madigan and Kate Prociuous. Mary Doyle seconded and the motion was approved.**
- Due to COVID restrictions the annual Townwide Meeting and Library Staff Training won't be scheduled this October.
- Amanda requested approval of fixed asset dispositions for microfilm reader 017325, and two file cabinets with film 015831 and 015832 to be transferred to the town Historian's office. In addition desk chair 015719 and book shelf 015837 were requested to be disposed. **Mary Doyle moved that the items be disposed as requested. Michael Labombarda seconded the motion which carried.**
- A drafted Conflict of Interest Policy was emailed to the trustees.

NEW BUSINESS

- Co-chair Tracy Castleberry reported that the Volunteer Luncheon Committee is considering options for this year as the traditional group gathering won't be possible.
- Mary Doyle is chairing the Recruitment Committee which plans to meet in September. The committee has five candidates to date.
- Radhika Ramesh, Long Range Plan Chair, will meet with Tracy and Amanda to discuss next steps.
- The Foundation report was presented by Radhika Ramesh.
- Amanda Madigan reported on the 2020 Town Budget.

Library Board President Tracy Castleberry called for dismissal at 8:26 pm.

Respectfully Submitted,
Lori O'Connor
Library Clerk

OFFICIAL BOARD MINUTES ARE FILED AT PITTSFORD COMMUNITY LIBRARY