

The Field Library, Peekskill, New York

Regular meeting of the Board of Trustees Meeting, July 9, 2020

Present: Sandra Smith, Karen Kelley, Ann Douglas, Melinda Cosentino, Joe Galella, Christopher Alexander, Tina Romeo, Ben Bloom, Chris Vega, Alan Most (taking notes), Councilwoman Patricia Riley, Executive Director Jennifer Brown

1. Ms. Smith called the meeting to order at 7.08pm. The meeting was held via Zoom and was recorded for YouTube.

2. Ms. Kelley moved to adopt the June 2020 minutes; second by Ms. Cosentino; unanimous in favor.

3. Ms. Douglas moved to adopt the June 2020 work session minutes; second by Mr. Bloom; unanimous in favor.

4. It was suggested that instead of the Board meeting every two weeks to discuss the library reopening plan relative to COVID, that Ms. Brown notify the Board of any changes or issues related to the reopening as they occur. Ms. Brown noted that the patron traffic has been slow to date. She, also, indicated the City building in inspector is re-measuring the library space to determine the correct occupancy levels.

5. Ms. Smith discussed some "housekeeping" issues:

- Board meetings will continue to be held via Zoom out of concern for the health and safety of Board members and Ms. Brown.

- That Board members be aware that Ms. Brown's work day is from 9.00am to 5.00pm, Monday through Friday, and that we should limit our emails and phone calls with her during that time period. Ms. Kelley suggested that emails could be drafted after work hours, be held as "drafts," and then sent during the next work hours.

6. Ms. Brown notified the Board that she received notification on June 30 that the Governor did not extend his Executive Order regarding its June election petitions. Because of this, the library will need to secure 679 names to have the budget placed on the November ballot. Because of COVID limitations, the library has been able to secure only 188 names on petitions. Given that the petitions need to be turned over to the Board of Elections by August 3, the library will not be able to secure the requisite number of names to place the budget on the November ballot.

Without the budget appearing on the ballot, the library will revert to its 2020 budget. This will be problematic given the increase in the minimum wage, the probable increase in insurance, and the additional cost of the audit.

Ms. Brown noted that The Field Library is the only library in Westchester County in this predicament. There are other libraries in the Hudson Valley that have the same legal status as ours, but their budgets are secure due their legal relationships with their local municipalities.

Councilwoman Riley offered to speak with State Senator Pete Harckham's office to see if they can help at the State level. She, also, offered to speak with the City attorney, County Executive Latimer's office, and County Legislator Colin Smith's office to see if they can help.

7. Ms. Brown noted that the library tax return is now available and needs to be reviewed by each member of the Finance Committee – Mary Foster, Karen Kelley, and Tina Romeo. She will send this via email to each.

8. Ms. Brown noted that the City's new parking software went into effect July 1. All employees and Trustees had been asked to register their cars with Ms. Brown, therefore allowing them to park in employee-designated library parking spots. Councilwoman Riley suggested that Ms. Brown send the list of employees' and trustees' car information to Deb Petroski in City Hall, and cc Councilwoman Riley herself.

9. Prior to voting on five new library policies, it was reiterated that they were based on Federal and State laws, reviewed by the library's Human Resources Administrator, and then reviewed by the library's attorneys. Prior to each vote questions were answered by Ms. Brown.

10. A motion was made by Ms. Kelley to adopt the Safe Time Leave Policy as presented in the July Board packet; second by Mr. Bloom; unanimous in favor.

11. A motion was made by Mr. Bloom to adopt the Earned Sick Leave Law Policy as presented in the July Board packet; second by Mr. Most; unanimous in favor.

12. A motion was made by Mr. Galella to adopt the COVID-19 Emergency Paid Sick Leave Policy as presented in the July Board packet; second by Mr. Vega; unanimous in favor.

13. A motion was made by Mr. Most to adopt the COVID-19 Public Health Emergency Leave Policy; second by Ms. Douglas; unanimous in favor.

14. A motion was made by Mr. Gallela to adopt the COVID-19 Infectious Diseases Control Policy; second by Ms. Consentino; unanimous in favor.

15. The next Board of Trustees meeting will be held August 13, 2020.

16. Ms. Kelley moved to adjourn at 8.12pm; second by Mr. Galella; unanimous in favor.