

The Field Library, Peekskill, New York

Board of Trustees Meeting May 14, 2020

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

The meeting was held via the Zoom platform and was open to the public.

1. Ms. Smith called the meeting to order at 7.02pm.
2. Ms. Foster moved to approved the March 13 minutes; second by Mr. Most; unanimous in favor. (Note: there was no April 2020 Board of Trustees meeting.)
3. A motion was made by Ms. Foster for the Library Executive Director to accept the Federal Payroll Protection Plan loan; second by Ms. Douglas; unanimous in favor.

Ms. Brown notes that the Library applied for a Federal Payroll Protection Plan loan for the amount of \$181,437, which covers two and one-half months' salaries. This was prepared in cooperation with the Library's accountant and processed by Orange Bank. The loan becomes a grant if the money is spent within eight weeks of receipt. The money will cover losses of revenue due to the closure of the bookstore and investment income, as well as increased pandemic-related expenses such as gloves, masks, plexiglass shields, wipes, hand sanitizers, etc.

3. A motion was made by Mr. Galella to accept Ms. Brown recommendation to sign a contract with the Nugent accounting firm for an audit; second by Mr. Most; unanimous in favor.
4. There was a discussion as to how libraries are reaching out to patrons during the pandemic closure. She noted that the library has been using social media, primarily Facebook. She indicated that the library will begin its e-newsletter again. She noted that the library patrons checked out 1200 ebooks in April, compared to 800 in February; there have been few requests for library cards.
5. There was a discussion regarding the library's opening and ongoing cleaning plans. Ms. Brown noted that there is a detailed opening plan in place for all Westchester libraries, though the time frame for each stage may change depending on the State's changes. It was agreed that Ms. Brown's opening and cleaning plans would be shared with the City, and in turn, the City would share its plans with Ms. Brown. She noted that the library staff are responsible for cleaning keyboards, tabletops, etc.
6. The next meeting will be held on June 11, 7.00pm. Format of the meeting – live, live and virtual via Zoom, or fully virtual via Zoom – to be determined at a later date.
7. Mr. Most moved to adjourn the meeting at 7.52pm; second by Ms. Foster; unanimous in favor.