

Meeting 3/27/2020

Present:

President: Virginia Tyson (via telephone)

Vice President: Jacque LeBlanc

Marcie Litjens, Library Director

Christine Buff

Bob Chesnut, Head of Adult Services

Debra Cannarelli (via audio only)

Virginia Tyson: Meeting called to order at 11:01am. Good Morning All. Can I have a motion to approve the agenda?

Christine Buff: Why don't we just raise our hands. Motion.

Virginia Tyson: Second

Bob Chesnut: We have some audio only people so raising our hand might not work.

Christine Buff: Oh, good point. Motion.

Colleen Hogan: Second

Virginia Tyson: All in favor?

Colleen Hogan: Yes.

Christine Buff: Yes.

Jacques LeBlanc: Yes

Deborah Cannarelli: I got voices too. Don't worry about it.

Virginia Tyson: I need a motion to approve the minutes from January, from February, I'm sorry.

Christine Buff: Motion.

Colleen Hogan: Second

Virginia Tyson: All in favor?

Colleen Hogan: Yes

Christine Buff: Yes

Jacque LeBlanc: Yes

Virginia Tyson: Ok. A motion to approve

Jacques LeBlanc: I could not hear that.

Virginia Tyson: A motion to approve the warrants for March.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buff: Yes

Colleen Hogan: Yes

Jacques Le Blanc: Yes

Virginia Tyson: As far as the President's report, I have nothing additional to the reports. I think the library has been doing a great

job of holding things together and covering all of the bases. I am just really grateful to them. So, is there any other trustee issues or problems?

Christine Buff: No

Coleen Hogan: No

Jacques LeBlanc: No

Virginia Tyson: Ok, Marcie you are on.

Marcie Litjens: As we all know, this time we are experiencing is unprecedented. I am happy to report that the staff is really pitching in and trying to make things work. We have a pretty heavy influence on social media. If you've been following our Facebook Instagram and Twitter pages, content is being added daily that is for children teens and adults. I've been in touch with the social worker and I have some content to be adding from her. In fact, I am having a meeting with her today at noon over the phone and we have come up with flyers that we are going to put up on Facebook. She is still able to reach out and connect with people over email and phone if people need assistance with that. Even though the President has set up the hotline for people, people might need or feel more comfortable with a person helping them with emotional needs and any questions that they might have and she can help them and direct them to the proper resources of people right now. A lot of places are not open right now and that can prove difficult especially if you are experiencing food and insecurity and homelessness and she can help them with that. So, I will be putting that up on Facebook or one of the staff members. Staffer members will be asked to start taking online courses to keep up to date with different topics that they're interested in that would be relevant to their job programming staff is getting paid right now so I want to make sure they are making

the best use of their time and that can be useful to the public because if they are learning how to, you know, for instance, if they are on Universal class and they take a class on how to use Excel, they can help the public when they are on the public computer service desk and they can assist people with that. So, I think that is very valuable and a good use of time. Rather than being idle. No one wants to be idle. Everyone wants to be at work. So, that is what is going on with staff. Programming is different, its proving to be a little challenging a lot of people come in for the programming and that is new to have it online so Librarians are working in connecting with programmers to see how to do that virtually. I just got off a Directors meeting right before this call from the zone and some programmers are offering virtual programming which is great, someone had 40 people attend an online watch party which was really good attendance and they are getting people who wouldn't normally be involved in the library. So that was good Outreach. And we are going to be doing that. And we had a librarian's meeting the other night and we are going to be doing some tech talks and story times and just so people see our faces out there and know that we are still a vital part of the community and that we have not gone anywhere. Our doors are closed but the library is still open even though it might be virtually. Lets see, what else. I know I am forgetting something. I wrote it down and I am trying to see my chicken scratch here. Any questions about programming? I know our newsletter for May/June is due to the printer. I can safely say that the first half of May is completely not going to happen. After that I don't know so I asked programmers when they do a program can it be done virtually or if the library is open, in the library. So say for example, we were doing story time, if the library was open, you could come to the story time, if the library is not open, you could post your video for the story time. So am I clear with what I am explaining here so it could be either or? So again it's a challenge but we are doing it. The newsletter is going to be a little late because I want to focus on what programs are available and not just physical programs but Internet

resources. People don't know that they can still use Brainfuse for online tutoring, Flipster for magazine, download Ebooks, so a good portion of the newsletter is going to be dedicated to that. So I think that is a good way to get our information out to people. Unfortunately the newsletter was almost done for May and June and then this happened. And now it has to be redone. So I am working on that at home as is Nadine. She checks the content and Margie, Jessica and Angela are redoing their stuff too. Any questions on that?

Coleen Hogan: No

Christine Buff: No

Jacques LeBlanc: No

Marcie Litjens: I went ahead and you saw or may not have seen I posted on Facebook yesterday that I went ahead and purchased the 3D printer for the library. Why did I do that with our doors being closed right now is because that printer was delivered to Suffolk Cooperative library system and can aid in making of the shields that the nurses doctors and support staff need at the hospital and system along with the other libraries have sent over their 3D makers and they set up what's called a print farm. If you take a look at Facebook, the pictures are on there. If you are not on Facebook, I can send the pictures to you. And they have all of these machines up and running. So I don't know how many they are going to be producing a day but at least we know that our machine will be there helping aid that. And when the crisis is over, we will have the machine to use at the library. So, I think it's a win win for everybody.

Christine Buff: Very cool.

Colleen Hogan: Was that on our site on Facebook?

Marcie Litjens: Yup, I just put it up last night.

Bob Chesnut: There are pictures of the farm at SCLS and it is just a bank of 3D printers on tables running away and turning them out.

Christine Buff: Colleen it was late last night

Colleen Hogan: I don't see it on my phone but I will look at it later.

Marcie Litjens: Yeah it was late when I did it. I am really excited about that. I think it was money well spent and we will use it afterwards. Any questions about that?

Christine Buff: No

Colleen Hogan: No

Jacques LeBlanc: No

Marcie Litjens: Ok. The one other thing that I want to bring up, does someone have a question?

Deborah Cannarelli: No I think that was my husband, I am sorry.

Marcie Litjens: Ok. No worries.

Marcie Litjens: Al Coster is supposed to be meeting for our April meeting and everything is up in the air so I will have to see if I will need to reschedule him. Otherwise, he can join us virtually. I don't know when we will be opening our doors as of right now. The executive order is until the 19th of April for the stop work order and we will go by that. So I will be in touch with Al and he can join us

virtually. We have another meeting scheduled for April 6th which was supposed to be our budget hearing but I still do think it is important to meet again on April 6th virtually and just touch base and communication is key right now as we have so much going on right now.

Virginia Tyson: OK

Marcie Litjens: Sorry I had another call coming in and I had to decline that call. I don't know if you lost me. So, that is it for my report. Everything else is under old business.

Virginia Tyson: Old business. The Café?

Marcie Litjens: The Café. We are almost reaching an agreement with the vendor. His lawyer was in contact with our lawyer. He made some additional changes. That is being written up right now. Once all the changes are made, I will send all board members a copy to take a look. It is pretty much standard stuff. It is nothing that I have read through that is unagreeable. This is going to be a new chapter and challenge for us when this new café opens. And I think there is definitely going to be some give and takes from everyone. Bob and I had has a discussion, the library was closed to the public but we were still coming in, and we went around the library. One of the concerns that we had is that wall we are going to have to reduce the noise, we want to make sure that the library still flows into the café and the café still flows into the library. But we do need that barrier there because noise is definitely going to be an issue. The latest drawings that BBS has drawn up, and going back between the owners and BBS, took out that row of table and chairs by that glass wall, if you recall seeing that. I like that. That is empty and then there is the entrance into our library where we can then put tables and chairs. So that's how I want to bring those people into the library but with that being said, the computers will need to be relocated a little bit.

Bob and I went and looked around at places in the library and there are a couple of different solutions. And we are not completely decided yet what would be the best place. We think moving them back a little bit might be the best option. But again we haven't really talked about that yet. We don't want to set that in stone. We want other people's opinion. But now is not the best time to get that input. We still have plenty of time to work on that. With tables and chairs going in where the computer area is, do you want to extend flooring in there that will match the café. I believe it was tile.

Bob Chesnut: Yes it was tile.

Marcie Litjens: In case a beverage spills or food gets spilt, I think it is an easier way to clean up as opposed to carpet. I do want to make sure that it's pulled into the area. And that will also connect us to them and make it part of the same feel. But other wise the contract/lease is almost ready to be executed and again once it is done I will send it out to everyone can read it. And the vendor and BBS have been working and I think they have everything pretty much nailed out. There was a question about the icemaker and the legs on it were a little too tall. And the vendor said to BBS, no we take the legs off and then it fits underneath the counter top. I know that was one of the pressing issues. Because that is a concern as everything is so tight within inches, everything needs to be exact. Bob was involved in the conversation as well as cabling as well as phone services and wiring was involved. Bob stepped up with that. Bob, I believe you worked all of that out?

Bob Chesnut: Mostly. I need to shuffle some IT services around. Some time and work. No big deal. Should not be an issue.

Marcie Litjens: That is what I thought. I did not hear otherwise. So. Anyone have any questions on the café?

Christine Buff: No.

Colleen Hogan: No

Jacques LeBlanc: My only concern was when we met at Hampton Coffee it was pretty noisy in there and I started to feel like the wall was blocking them off. And what you are planning sounds like a good alternative to get the people that still want to sit in the library and not have to sit at a stool I think that is a great compromise. And sitting on other side, I know he wants his music which is important to him.

Marcie Litjens: Yeah he wants his music but we also have to take into consideration the library users who might just want to sit and relax and read the paper. You know, I think it's going to be a lot of trial and error. And I'm looking forward to a new adventure. I do think it will satisfy the public. And will hit the nail on the head with what we were looking for. So, it is positive.

Jacques LeBlanc: That's great.

Marcie Litjens: Yeah so looking forward to that. Any other questions?

Deborah Cannarelli: Are you still thinking of fall opening or later?

Marcie Litjens: The vendor is still going back with BBS with the last final things and once that is all done, you guys will take a look at the plans quick, just so you are satisfied with that, and then it will get sent up to the State for re-approval. So then it will have to go out to bid and then to work. But I don't even know if construction is going on right now. Are they essential workers?

Virginia Tyson: They are actually.

Jacques LeBlanc: There is a discussion going on about it.

Colleen Hogan: They weren't initially. Plumbers, electricians and other emergency issues. But then a couple of days ago, they opened it up to construction and landscape workers.

Marcie Litjens: OK

Virginia Tyson: Construction workers have been working all along.

Colleen Hogan: Yeah they have been but like my husband's job they closed down the jobs completely then it was up to the builder. Because it was a grey area. And now it's up to the individual contractor whether they feel like being exposed. Like my husband is working today with Jake, my son, in a house where nobody is. So he has been picking and choosing. But there are guys out there in groups of 20 guys. It does not make sense. But they are technically allowed to be working. Is that what you hear Jacques?

Jacques LeBlanc: Yeah, that is what I heard. And I heard today, I guess it's coming from some of the supervisors, out East, that they really need to shut that down. You have people coming in from outside the area in big groups, 3 people in a truck, driving out there. They are looking to stop that. I was wondering more up NY in Albany are they accepting plans? Are people working up there?

Marcie Litjens: Yes. They are working remotely.

Jacques LeBlanc: Ok. So that's good.

Marcie Litjens: So. SED and the Department of Health are still open and operational. I do believe that things are probably slowed down. But they still are operational.

Jacques LeBlanc: OK. As far as the timeline, you were thinking along the lines of October or more towards December?

Marcie Litjens: More towards December. But Jason has an understanding that when it's built, it's built. There is nothing we can do about that. We can't make it go and at this point now, it is like, this through in a big monkey wrench to everybody. It is what it is. We will move on as quickly as we can go.

Jacques LeBlanc: Sounds good.

Marcie Litjens: So that is it for the café project. Next up is church property. And I don't know if you had time to look up the appraisal? It is definitely appraised a lot less than what the church's initial asking price was. So that is something to think about. I was in touch with one of the wardens and they have a new representative that they are going to be dealing with directly. And I did tell her, listen our appraisal came in for a lot less than the church was asking and she said that when we sit down and have a meeting, maybe there are other options. She said mentioned maybe leasing it, and that is not an option to me. But perhaps the board feels differently. I think it should be all or nothing. It is just a matter of coming to a compromise in the price.

Virginia Tyson: Yes Absolutely. The only other question I have about the church property. In the original survey, is there one that exists? Is there an easement in that survey for them across our property into that.

Marcie Litjens: There is nothing that the appraiser could tell.

Virginia Tyson: OK. We could close it off and they would have no say.

Christine Buff: What was the price?

Marcie Litjens: In the original conversation, they were asking 130 and the appraisal is for 34

Christine Buff: Oh my God!

Jacques LeBlanc: A little bit off.

Christine Buff: Just a bit, a tad.

Marcie Litjens: So that is a very wide range of price, Again, this property is landlocked and is of value to only a few people.

Colleen Hogan: If you were going to get a mortgage, the bank would never give you more than what it is valued at. Not that we are going to do that but I mean.

Jacques LeBlanc: Yeah.

Marcie Litjens: So there needs to be a conversation with that. Once we are able to conduct business in person, I will set up a formal meeting and find out some more information but I don't know, I can set up a meeting through Go To Meeting but I just feel that perhaps in person might be a way to go. For now it is tabled. The asking price is a little much. Budget. As you know we cannot hold our budget hearing. We cannot hold our budget vote. That is unfortunate and we have to come up with a solution for that. So there are three options for the board to consider. Other libraries are holding their votes on June 16th or the 23rd that is the consensus from what I've been hearing for those who are increasing their budget. Some libraries feel that during this

economic time, they may not want to increase the proposed budget as we planned. And leave it at the same appropriation as last year. So you have a couple of different choices: we can hold a budget vote in June, with the current proposed budget that we came up with which was 1.79% and the trustee election. The other option is that we can go and hold a budget vote in June. I can put a little less than 1.9%. Maybe go up 1% and hold the trustee election. The other option is that we leave the appropriation at 0% increase and hold the trustee election at another date. I am still waiting for SED to come in with a decision on holding a trustee election. I need some direction and a decision from the Board on which direction they would like to go in.

Virginia Tyson: I think everybody needs to put in an opinion.

Jacques LeBlanc: I have a little bit of a problem with not having any election. It is just, I could almost see that being a Newsday thing. I don't know in this country, you have been hearing a lot about how we maybe postponing the primaries, and there is even some talk from a particular individual about postponing the election in November. And that has never happened in any time and I am concerned that people are going to come back later and say we never voted on that. Who gave you the authorization, you have to have a vote. That is my concern. It is a difficult one to try and figure out. Because you don't know if people are going to say, we really needed that library and we want to support it in times like this. This was like back in 2008 when the library was booming because there was a recession and everybody came back to the library and then it disappeared again. But there may be a backlash. People saying, I have been out of work so how am I going to vote for a library? So, It is a hard call. But I have concerns about not having a vote at all. I don't know exactly how you would do it.

Colleen Hogan: Would we do an absentee ballot?

Jacques LeBlanc: Yeah. That might be a way. A paper ballot. Is that what the schools are thinking of doing.

Marcie Litjens: No. You would change the date until June.

Jacques LeBlanc: Right. But what in June it still can't be? July 1st the new budget comes. What happens if we don't have a budget on July 1st?

Marcie Litjens: Then we go on this year's appropriations.

Jacques LeBlanc: So even if you had a vote and the vote went down, you would be going on the same thing of this budget that is coming to an end?

Marcie Litjens: Correct.

Jacques LeBlanc: It is not like schools are going on an austerity budget and they cut certain things?

Marcie Litjens: So you would go on the appropriation, we were at a 1.4 million. So it would be the same. So it would be a 0% increase.

Virginia Tyson: We would be working on this year's budget for next year.

Marcie Litjens: Pardon.

Virginia Tyson: We would be doing this year's budget for next year.

Marcie Litjens: Correct.

Virginia Tyson: Correct?

Marcie Litjens: Correct.

Jacques LeBlanc: What does everybody else think about the voting or not voting? What are all the other libraries, they set a date so are we all thinking they are going to vote? Is it unanimous?

Marcie Litjens: No it is not unanimous. The zone meeting that I has it was, there were a couple of different things. One library is actually decreasing their budget. They still have to have a vote because it is not the same. They are decreasing their budget and electing their trustee. Another library has decided that they are not going to ask for any more money and they are going to go off last year's budget and they are just going to wait to do the trustee election. That was actually a couple of different libraries. Another library was just going to revise their budget and make it a little bit less and go forward with that. So that was my, also, that was my other suggestion of 1.79% and instead raise it 1% to make it a little more palatable to the community.

Christine Buff: Could we do/plan an early June vote? And then see how it goes? To have that mentally thought out so we would change our vote to early June and then see what happens when it gets closer? Just so that there is something scheduled?

Marcie Litjens: We actually have to make a decision on this because legal notices will have to go out. So the other libraries, the school districts, I think proposed that their budgets will be voted on June 30th and I don't want the vote on the same day as the school. That leave us either the 23rd or the 16th.

Virginia Tyson: I think we should have a vote because I think the trustee should be voted on. The discussion is whether or not to increase the budget. Or to leave the budget.

Marcie Litjens: Or to reduce it.

Virginia Tyson: And whether everybody thinks we should have a vote. I think we should vote. That is my opinion.

Christine Buff: I agree.

Jacques LeBlanc: I agree.

Colleen Hogan: I agree

Marcie Litjens: OK. So we will be having a vote. Do you want to leave the appropriation the same? Do you want to go 1.79% as we had planned on or do you want me to reduce it a little bit so it is a little less on the public at 1%.

Colleen Hogan: If you reduce it what do you think? Will that be sufficient for us?

Marcie Litjens: Well, to reduce it, honestly I have trimmed off the fat already, is that we would take money from the capital fund and invest more of that money into it rather than tax the public.

Colleen Hogan: I am just kinda feeling that might be the right way because there a lot of people getting furloughed and losing their jobs. I don't know. What does anybody else think?

Deborah Cannarelli: Well if we put it up for 1.7 and it gets voted down, it is going to be what it is now anyway? What we have now?

Marcie Litjens: Correct.

Deborah Cannarelli: You could try it. I don't know.

Virginia Tyson: I guess it is how it looks to the public. Is it a good safe offer that we are putting it up to them and running the trustee so just we can keep the library running as it is. Is that a good faith offer to the community? We are running the vote cause we think you have the right but we are leaving the budget the way it is and we are not taxing you any more money.

Christine Buff: I would say either the same or lower. If same, is just easier. Due to the circumstance maybe just keep it the same. But I agree with Ginny. I think the same would be easy. I don't think lower is bad either.

Marcie Litjens: When you say same, do you mean what was proposed or same as what we are currently using now?

Christine Buff: Same as what we are currently using now.

Virginia Tyson: We will go back to the community to tell them we are running a vote and we have made a decision not to increase our budget. We are going to put up the budget up, as it was last year and we won't increase the community and we are electing a trustee. But we have decided not to increase our budget and we are putting the budget up as it was for 2020.

Marcie Litjens: OK

Christine Buff: I think that is a feel good message.

Virginia Tyson: the 2020/2021 budget is will be same as the 2019/2020 budget. I don't know it just looks like a good faith kind of thing.

Jacques LeBlanc: The only thing is that if they vote it down they are getting the same.

Virginia Tyson: We are on that same budget anyway.

Jacques LeBlanc: Which is going to look to people like we played a little game. We voted the budget down. We wanted this budget to go down or but it is going to be the same budget that it was.

Virginia Tyson: What about if we just vote on the trustee and we just tell the community we are not running the budget cause we are running the budget on a status quo. Or leaving the budget the way it is. This way we don't run on austerity.

Colleen Hogan: Can we get away with that? Not running a vote. Marcie do you know?

Marcie Litjens: I'm sorry what was the question?

Virginia Tyson: Can we run the trustee vote without the budget vote?

Marcie Litjens: I have to ask the lawyer on that?

Jacques LeBlanc: That would be silly I think because you are paying the people to run an election and the vote. You could appoint someone. My position is coming to an end. So you could appoint anybody to the next year if we are going to do that. And save the money of the vote. And then vote on it next year.

Virginia Tyson: So do you think its better to increase it slightly Jacque and then run the budget vote that way?

Jacques LeBlanc: In some ways, yeah. Because you are going to fall back to that. I always look from the years on the board on how people will look at things. I think if you had a school budget vote, where it overwhelmingly got voted down, and then people found out that it did not matter and the budget was going to be the same, I think there would be an outcry about that. That you are setting yourself up. Especially if you were the only district doing that. That is why I was trying to look at what school districts were doing and what other libraries were doing. Maybe separating out school district libraries as opposed to the other libraries that can do whatever they want. What are school district libraries doing? I would not want to be the only one out there that is not holding an election.

Marcie Litjens: People are still having their board meetings and have not all decided yet. I don't think there is a clear cut answer to that. I was just on the phone with 10 other people from the zone. It is not a full representation.

Deborah Cannarelli: Is anybody raising it?

Marcie Litjens: Yes. Some people are going through with their regular proposed budget.

Deborah Cannarelli: So we would not be the only one?

Jacques LeBlanc: No. We would not be the only one.

Marcie Litjens: No

Virginia Tyson: So how do you feel about running it and reducing it to the 1% and running the trustee election? That way Marcie can reduce the budget, it can go out, all the legals can be done and budget can be set out on the website or wherever else right now.

Jacque LeBlanc: If the budget were to do down, there would still be a cut coming to the budget.

Virginia Tyson: Right

Jacques LeBlanc: Small but I don't know. That might be a compromise. Is today the last day we have to decide this? Are we running out of time?

Marcie Litjens: We would be running out of time if we would meet on April 6th I would need a definitive answer on April 6th because we have to start running legal notices. We can set up another meeting next because I have to make a message to the community because the budget hearing is April 6th. I would not want to make an announcement on April 6th that we are not having a budget hearing because that would look a little unprepared. If you want to think about it, we can hold another meeting, an emergency meeting, just to give you guys sometime to think this and then we can come up with our decision next week.

Jacques LeBlanc: How would you get the community to know about this. Would you send a letter out to everyone? Would you rely on social media? Cause a lot of people are not on social media. And if you were going to send a letter, do you have any idea of how much that would cost? To send something to everyone?

Marcie Litjens: I would have to ask the lawyer what we were legally required to do.

Jacques LeBlanc: Ok. Legal notices might be enough?

Marcie Litjens: Yeah, the legal notices might be enough but sending a letter it would just be to the Center Moriches community, if we have to send it to Center Moriches, we send it to Center Moriches.

Jacques LeBlanc: That brings up a good point. Because the other feeder districts that are voting on the last day before July 1st it seems or somewhere close to the end of June so we would not know the districts, if they voted for it or not until the day the before the budget is enacted on July 1st.

Marcie Litjens: Yeah I know.

Jacques LeBlanc: How do you plan for that? Wow.

Marcie Litjens: I Know. Bob already knows where I am going with this one, there is a possibility that the feeder districts could turn down a library proposition.

Jacques LeBlanc: Right.

Marcie Litjens: And that is when I would go, oh my goodness, I would have to have a meeting with you and say that we need and have money from that budget stabilization, thank goodness we have that, and we could utilize that. I don't know.

Jacques LeBlanc: The option would be good but we would have to talk about it.

Marcie Litjens: I think we better set up another meeting next week. It gives you time to think about this.

Jacques LeBlanc: Everybody else feel that?

Virginia Tyson: I lost connection and just had to dial back in.

Marcie Litjens: Sorry Ginny.

Christine Buff: The budget vote. We are still talking about it.

Virginia Tyson: OK

Marcie Litjens: Maybe next week, we can hold another meeting and it gives people time to think.

Virginia Tyson: All right. So we are going to table this until some point next week?

Marcie Litjens: Correct

Virginia Tyson: OK

Marcie Litjens: Next thing is the employee manual. I know this is a little difficult to do because it was quite a few changes on there so I don't know if you just want to table that? And we can write in any changes that we want to make on that or have a discussion or do we want to wait until we are in person to discuss the employee manual?

Virginia Tyson: I think it is probably better to wait and talk about it. It is hard to do it over like this. Unless others want to discuss this now.

Marcie Litjens: There is one thing that I do need to bring up. Right now, just for clarification, under emergencies, which this is, whether snow, hurricane, water main break, employees were being paid. And granted they are doing assignments from home so I feel that this is justified. How as a Board do you want to handle Sundays? Right now, Sundays if you were scheduled, you get paid time and a half but if you are not in the building, it is

straight time. We don't pay a premium on the time you are not in the building. But going forward because this is such a length of time, do we want to pay people who are scheduled for Sundays going forward till April 19th or do we want to consider that you are getting your regular salary and you are not working those additional hours?

Christine Buff: When you say additional hours, you mean time and a half, right?

Marcie Litjens: No just straight time no one is getting any time and a half because they are not in the building. It is just straight time. Say I, but that does not apply to me, I am going to use Bob as an example. Bob works 40 hours a week. Straight time. When he works a Sunday, he gets the 40 hours plus 6 hours on Sunday at time and a half. Because that is how we do it.

Bob Chesnut: Even if I was not working 40 hours, Sundays have always been special that way. Because it is an emergency closing we say it is just straight time because you are scheduled to come in anyway and we will pay you for your time. Just straight time and not time and a half. Sorry Marcie.

Marcie Litjens: No that is ok. So because he was not working, he will get straight time. The first week that we closed, that was already in the time pay period, I made a decision that those people should get the time and a half but going forward, no just straight time, but going forward.

Bob Chesnut: We left Saturday so the people that were going to work that next day, the Sunday, got paid straight time. And we just treated it like a snow day.

Marcie Litjens: But going forward, for the people who are scheduled for Sundays, do we want to include them, that they are

additional to their time, so the 6 hours extra, in addition to their 40, or just say hey, we are really not open and it is 40 hours and that is what you are getting paid for.

Virginia Tyson: I do not think we should pay them the overtime but I wonder if we should do it in 2 motions? If we close the library on Sundays until this is over. We will close it on Sundays and we have to make a motion not to pay people the extra for those days. All right?

Marcie Litjens: That is a very good way of looking at it. So a motion that the library is officially closed on Sundays until further notice.

Colleen Hogan: Aren't you legally liable to pay overtime. It may be a legal question if anybody works over 40 hours, even though they are not really working? Could you get into trouble for it?

Marcie Litjens: We always had it that if they were not in the building you would just get paid straight time.

Jacques LeBlanc: We weren't open years ago on Sundays? Right? Wasn't there a time when we were closed on Sundays?

Bob Chesnut: Yes. We were closed during the summer time from Memorial Day to Labor Day. Or Easter to Labor Day.

Jacques LeBlanc: Ok. That is what I must be thinking of then. Does this have anything to do with how you are doing this? When we added the Sundays back?

Bob Chesnut: It has always been this way. Basically, you were scheduled to work that time an employee was still planning on being at work that day and then the library closed. So it wasn't like the employee called out and decided not to go to work. Since it

was an emergency, we don't pay time and a half if you are not in the building.

Jacques LeBlanc: That sounds good what Ginny is saying for me.

Marcie Litjens: The first Sunday that we were closed I feel that they should get their time and a half or sorry their straight time but going forward we are closed Sundays until further notice.

Virginia Tyson: Could I have a motion that the library will be closed on Sundays until further notice.

Christine Buff: Motion

Colleen Hogan: Second

Jacques LeBlanc: So people are answering questions and doing things on Sunday? Somebody is manning the phones.

Marcie Litjens: I am always on there Jacques. I am always looking at it. If someone at 10 at night and somebody, that is usually the last thing I look at before I go to bed, I am still on Facebook, I am still answering questions.

Bob Chesnut: And the general box goes to my phone. We are always monitoring on our phones.

Jacques LeBlanc: All Right.

Virginia Tyson: Did we get a second?

Colleen Hogan: Yes I seconded.

Virginia Tyson: all in favor?

Colleen Hogan: Yes

Christine Buff: Yes

Jacques Le Blanc: Yes

Virginia Tyson: Ok I think that is the end of old business. So on to the new business. A motion to transfer \$150,000 from the people's checking to the payroll account.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Virginia Tyson: Then we need a motion to hire a security guard at \$20.50 an hour as of March 23rd.

Marcie Litjens: He will not be on the schedule yet. Obviously.

Virginia Tyson: He will be hired when the library is open.

Marcie Litjens: Yes he will be on the schedule when the library is open to the public.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: all in favor

Colleen Hogan: Yes

Christine Buff: Yes

Jacques Le Blanc: Yes

Virginia Tyson: We have to approve a library program policy. A motion to approve a library program policy that Marcie sent us.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Virginia Tyson: We need to make a motion to submit the 2019 to accept the 2019 budget, the annual budget.

Marcie Litjens: The report.

Virginia Tyson: The report, I'm sorry.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Virginia Tyson: Are we hiring a new library clerk? No we are reducing the library clerk's hours when she comes back.

Marcie Litjens: She actually asked that her hours be reduced on the 23rd before we were closed so that actually works in our favor.

Virginia Tyson: So when she comes back she will be working 13 hours instead of 20.

Marcie Litjens: I now have her down for 13 hours because that is when she asked for her new schedule to start.

Virginia Tyson: I need a motion to accept the clerk's new reduction in hours from 20 to 13 hours as of March 23rd.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Virginia Tyson: The employee manual. We are going to table that and not make a motion on that. And the budget for next week.

Marcie Litjens: Correct

Virginia Tyson: I think that it is on there. Is that right Marcie?

Marcie Litjens: Motion to allow all bills to be prepaid with the approval of either the Director or Treasurer, the Director or President or President or Treasurer prior to board meetings effective until 6/30/2020.

Virginia Tyson: Ok could I have a motion to make arrangements as far as paying the bills.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Marcie Litjens: That if we can't meet in person, bills can still get paid.

Virginia Tyson: Ok. Officially we are going to have a meeting on April 6th. And we are going to try to squeeze one in next week.

Marcie Litjens: Yeah. I am just looking at my calendar. Officially Monday April 6th at 7pm we will meet just because I think it is

important for us to be in communication a little more frequently. But we do need to discuss the budget. Are people available Monday night at 7?

Deborah Cannarelli: I am not available Monday night

Christine Buff: Sure

Colleen Hogan: Yes

Deborah Cannarelli: I have a school board meeting that night at 7pm.

Marcie Litjens: Ok. Tuesday, the 31st at 7?

Deborah Cannarelli: Sure

Marcie Litjens: OK Tuesday the 31st and Bob if you could set that up so that I can make a public announcement?

Bob Chesnut. Sure. I'm not going to set it up until our Go To Meeting is actually upgraded. We are using the trial version now. That should be today hopefully. If I create it on this account I won't have the meeting ID if it changes.

Marcie Litjens: Understood. I just, as soon as we have ample time I want to make it public.

Bob Chesnut: If I don't have it by today, I will just create it on the trial account and go forward with that.

Marcie Litjens: Perfect.

Virginia Tyson: so the meetings are on the 31st of March and the 6th of April?

Marcie Litjens: Correct

Christine Buff: April 6th at 6 or 7 o'clock?

Marcie Litjens: 7 o'clock

Christine Buff: OK that is what I have on my calendar so I wanted to make sure it did not change.

Virginia Tyson: so we are good?

Marcie Litjens: Yes

Virginia Tyson: so can I have a motion to adjourn at 11:52.

Christine Buff: Motion

Colleen Hogan: Second

Virginia Tyson: All in favor?

Christine Buss: Yes

Jacques LeBlanc: Yes

Christine Buff: Yes

Virginia Tyson: Thank you guys for doing this. And maybe next time I will be able to put my face on there. I went to do it and I don't have a password. I never set anything up. Until I get somebody to help me it is not happening.

Marcie Litjens: Everyone stay healthy.

